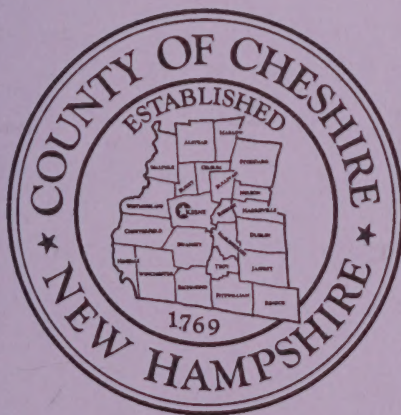


**REPORT
OF THE
COUNTY COMMISSIONERS
COUNTY TREASURER
AND OTHER
OFFICERS OF CHESHIRE COUNTY
NEW HAMPSHIRE**

For the Year Ending December 31, 1999



Keene Sentinel Print Shop
Keene, NH
Printed in 2000

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The Report Of The

Cheshire County Commissioners

Is Dedicated To The Maplewood Auxiliary Association

In Recognition Of Their Significant Contributions

To The Quality Of Life Of The Residents Of Maplewood Nursing Home

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CHESHIRE COUNTY OFFICERS

COMMISSIONERS	352-8215
Richard J. Daschbach, Westmoreland, NH	
Peter B. Davis, Jaffrey, NH	
Gregory T. Martin, Keene, NH	
COUNTY ADMINISTRATOR	352-8215
John Wozmak	
TREASURER	355-3035
William F. Lynch, Keene, NH	
COUNTY ATTORNEY	352-0056
Edward Burke, Keene, NH	
ASSISTANT COUNTY ATTORNEYS	352-0056
William M. Albrecht, IV	
Kathleen G. O'Reilly	
William W. Cleary	
SHERIFF	352-4238
Richard A. Foote	
CLERK OF SUPERIOR COURT	352-6902
Stillman D. Rogers	
REGISTER OF PROBATE	357-7786
Elizabeth Minkler, Keene, NH	
REGISTER OF DEEDS	352-0403
Evelyn S. Hubal, Keene, NH	
HUMAN SERVICES ADMINISTRATOR	357-4988
Mimi Barber	
MEDICAL EXAMINER	399-4912
Charles E. Schofield	
ADMINISTRATOR OF MAPLEWOOD NURSING HOME	399-4912
James Beeler	
DIRECTOR OF NURSING SERVICES	399-4912
Virginia Royce, RNC	
PHYSICIANS OF MAPLEWOOD NURSING HOME	399-4912
Barry L. Stern, M.D.	
SUPERINTENDENT OF JAIL	399-7794
Richard N. Van Wickler	
DIRECTOR OF FINANCE	355-3035
Marie Knowlton	
FACILITIES MANAGER	399-7341
James Meehan	

CHESHIRE COUNTY DELEGATION 1999 - 2000

District 1	Paul McGuirk, P.O. Box 535, Walpole 03608	756-2864
District 2	Robert Batchelder, P.O. Box 61, Marlow 03456	446-7443
	John M. Pratt, P.O.Box 726, Walpole 03608	756-9528
District 3	McKim Mitchell, P.O.Box 6, Chesterfield 03443-0006	363-8159
District 4	William Roberts, 183 Tower Hill Road, Hinsdale 03451	336-5462
District 5	Irene A. Pratt, 66 Clark Road, Winchester 03470-2201	239-4597
District 6	Edwin O. Smith, P.O. Box 26, Hinsdale 03451	239-8822
District 7	William A. Riley, 55 Tolman Pond Road, Marlborough 03455	827-3262
District 8	Stephen Avery, P.O. Box 495, Dublin 03444	563-8801
	Daniel Burnham, P.O. Box 496, Dublin 03444	563-8629
District 9	Joseph P. Manning, 9 Bradley Court, Jaffrey 03452	532-8083
	H. Charles Royce, 296 Mountain Road, Jaffrey 03452	532-8023
District 10	John B. Hunt, 79 Sunridge Road, Rindge 03461	899-6000
District 11	Margaret E. Lynott, 12 Sandy Road, W. Swanzey 03469	352-7756
	Alfred Lerandeau, 19 Old Mill Road, N. Swanzey 03431	352-7991
District 12	Barbara H. Richardson, 101 Morgan Road, Richmond 03470	239-8346
District 13	William B. Rose, 683 Old Homestead Hwy., Richmond 03470	239-8690
District 14	Benjamin DePecol, 39 Kelleher Street, Keene 03431	357-0638
District 15	Ronald G. Russell, 74 Beech Street, Keene 03431	352-2648
District 16	David R. Meader, P.O. Box 1030, Keene 03431	352-0977
District 17	Roger Zerba, 340 Pako Avenue, Keene 03431	352-7188
District 18	Timothy N. Robertson, 185 Daniels Hill Road, Keene 03431	352-7006
District 19	Michael Blaisdell, 124 Old Walpole Road, Keene 03431	357-1096
	Richard F. Doucette, 3 Finch Street, Keene 03431	352-7795
	Margaret A. Lynch, 94 Hurricane Road, Keene 03431	352-8794

County Commissioners Annual Report 1999

This 1999 annual report to the citizens of Cheshire County is dedicated to the Maplewood Nursing Home Auxiliary Association.

In dedicating this report to the Maplewood Nursing Home Auxiliary Association, we thank the Association's directors officers and members for their tireless efforts of improving the quality of life of the residents at Maplewood. We have included a special section in this year's annual report describing in detail many of their accomplishments. They truly have made a difference at Maplewood.

Submission of our annual report to the residents of Cheshire County gives us the opportunity to do several things: express gratitude for exemplary performance, summarize notable events of the past year, recognize outstanding achievements and sound an alert of future challenges.

In 1999, completion of the construction and opening of this Assisted Living Apartments was a principal focus of the Maplewood Nursing Home and Facilities Departments. A superior job was performed by all in this endeavor. In the midst of this major task, Maplewood Nursing Home received its second consecutive "deficiency-free" licensure survey.

All of the county operations and departments passed the potential Y2K crisis with flying colors. Countless hours of planning and coordination by the County Administrator and the Finance Department enabled us to flawlessly enter the new millennium.

We would also like to extend our gratitude to the County Sheriff, Richard Foote, for the achievements in strengthening our relationships with the towns of Cheshire County and with other law enforcement agencies. By all accounts, his efforts have been well received.

The House of Correction, well run under the supervision of Superintendent Richard Van Wickler, continues to be a critical piece of local law enforcement. The HOC processed nearly 1300 offenders from 21 of 23 towns in the county, with little fanfare and attracting little attention. We also appreciate Rick's efforts at building relationships across the state and working toward an increased awareness and utilization of alternative sentencing. The Commissioners' concern about the overcrowded conditions at the HOC will be addressed in 2000 when jail expansion plans are debated and refined.

We Commissioners are pleased to be part of the many useful and necessary projects and initiatives that have taken place during 1999 in Cheshire County. We are grateful for the dedicated and compassionate work of each and every county employee that makes all of these accomplishments possible.

Respectfully submitted, Richard J. Daschbach, Chair

CHESHIRE COUNTY ATTORNEY ANNUAL REPORT 1999

As County Attorney for the County of Cheshire, I herewith submit the report of the Cheshire County Attorney's office for the year ending December 31, 1999.

The primary function of this office is to prosecute felony matters in the Cheshire County Superior Court. Although I am an elected official, the office performs its prosecutorial duties under the authority of the New Hampshire Attorney General. We also prosecute misdemeanors, either in the first instance or as appeals from one of the two District Courts in this County (Jaffrey-Peterborough and Keene). We also try to assist the County Commissioners and other agency heads in handling routine legal matters.

In addition, when possible, this office will assist the local police departments with District Court misdemeanor prosecutions, especially where the legal issues are complex or there are other circumstances warranting our involvement. Superior Court and other demands do not allow us to provide this kind of service on a regular basis.

The attorneys in this office are prepared to assist local law enforcement personnel in other matters as well, including the preparation of such things as search warrants and the drafting of complaints. These departments also look to this office for guidance with respect to the creation and implementation of various policies related to our mutual law enforcement responsibilities.

Since my last report, we have been able to add an assistant attorney to focus not only on our more demanding Superior Court caseload, but to provide a presence and an emphasis on domestic violence crime prosecution in the District Courts. An informal poll of area police agencies revealed that it is this area of district court prosecution that the police wanted the most assistance from trained legal staff. I secured a grant to cover approximately one-half of the overall cost of this additional attorney. The results have been, on the one hand, rewarding in that we have been able to take on a great deal of work in this area, but, on the other hand, discouraging because we have verified what we have felt all along: the need for prosecutorial help in the lower courts far outpaces our present ability to provide an adequate response.

We also handle Violations of Probation for the Department of Corrections, and we occasionally represent prosecutors' offices from other states when they need to obtain a witness who is a New Hampshire resident, or have some other reason to require the involvement of New Hampshire courts.

There are three Assistant County Attorneys ---Bill Albrecht (11+ years on the job for the County); Kathleen O'Reilly (nearly 4 years); and Bill Cleary (assigned the domestic violence job outlined above).---the office is staffed with two secretaries, Debbie Pickering (3 years) and newcomer Lisa Kelly. A sixth member of the office team is Lyndi Horn, the Victim/Witness Coordinator, whose job it is to stay in contact with victims of crimes, particularly victims of physical and sexual assault, and to make them aware of the various rights accorded victims in the State of New Hampshire.

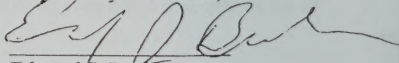
Our office greatly appreciates the County getting us connected to the Internet this past year. We are now able better to communicate with area departments. Also, the gold mine of legal research tools available to us is mind-boggling. Thanks to everyone who had a hand in implementing this development.

As a goal for 2000, I would like to continue to explore the addition of prosecutors in the District Courts of the County to handle the rest of the caseload now shouldered by area departments. I am not insensitive to the added costs, but I am thoroughly persuaded that the need is there, the police are hungry for help in litigating against trained defense attorneys, and the Selectpersons of many County Towns would like to see their police doing more police work in their communities and spending less time in court.

What follows below is the case load for 1999. These numbers reflect actual cases filed and do not account for the large number of additional matters for which we are regularly asked to give advice and direction, nor do they reflect the District Court Domestic Violence cases of the last quarter of 1999.

CATEGORIES	NO. OF NEW CASES	NO. OF CASES DISPOSED OF
Felonies	316	231
Misdemeanors	176	185
Violations	7	7
Other	55	56
Re-entries	497	507
TOTALS	1051	986

Respectfully submitted,



Edward J. Burke
Cheshire County Attorney

CHESHIRE COUNTY
REGISTRY OF DEEDS

To the Honorable Board of County Commissioners
and the Citizens of Cheshire County

I hereby submit my annual report for the year ending December 31, 1999 as Register of Deeds of Cheshire County.

The Registry of Deeds staff consisted of the Deputy Register of Deeds, an Assistant Deputy and five additional staff members serving as clerks and reproduction technicians.

The volume of instruments recorded continued at a steady pace over the year. With the 50% increase to the transfer tax on July 1st, lawyers, title companies and banks rushed to get as many transfers completed and recorded before the end of June to avoid having to pay the additional tax. A total of 15105 instruments was recorded in 1999 and \$450,472.33 was returned to the County general fund from the collection of recording fees and copies. Transfer tax collected in 1999 was \$2,324,848.30 from real estate sales and the minimum tax due on various transfers. The 4% rebate back to the county totaled \$97,058.

The Equipment Account, established by RSA 478:17-j in 1995 and not available for use as general revenue, is for the exclusive use of the Registry of Deeds for the purchase, rental and/or repair of equipment. An additional \$27,621 was raised for this account. The Board of Commissioners and County Delegation have approved the use of this fund for the specific purpose of the imaging system over the past four (4) years. In 1999, five additional retrieval stations were added and a plan scanner was also acquired.

Dialogue began with the Facilities Department regarding additional space needed in the Registry. Work areas for the staff and the public researching the records have become inadequate. Shelving for the record books was extremely limited. The anticipated retrieval stations to be acquired in the year 2000 and a work station for the handicap were crucial problems that needed to be addressed and solutions found.

The Registry of Deeds acquired the plans and records of surveyor Bill House through the generosity of his wife, Elaine House and the efforts of David Putnam. With the many deceased surveyors whose files have been destroyed or lost, the plans were welcomed by surveyors, lawyers and abstractors. With a clear understanding of their value, everyone was pleased to have them available for reference. With Heman Chase's collection and also Sam Wadsworth's, Cheshire County researchers had the advantage of having these records on the premises if a question arose regarding surveys that had been completed, but never recorded.

I, along with the entire staff of the Registry, wish to congratulate New Hampshire's Association of Counties, County Administrator of the Year, Jack Wozmak. After working with him for the entire year, the deed's office is pleased with the Associations choice and feel he is most deserving. We thank him for his assistance this past year and commend the Board of County Commissioners for their choice.

Respectfully submitted
Evelyn S. Hubal,
Register of Deeds

CHESHIRE COUNTY SHERIFF'S DEPARTMENT ANNUAL REPORT 1999

As my first year as your Sheriff comes to an end I am pleased to announce that the Sheriff's Department has upgraded its communication capability. The lines of communication with the State Police have been opened to allow them use of the Cheshire County radio frequency as needed. In return, the Sheriff's Department has been given permission to use State Police frequencies. The Sheriff's Department requested and received permission to use the police frequencies in all the communities we traverse in the course of our duties.

In July of 1999, New Hampshire laws changed to mandate the Sheriff's Department provide prisoner control in Superior and District Courts. Historically, the Sheriff's Department transported prisoners to Keene for Superior Court. Until recently a federal grant paid for two deputies to transport prisoners to Keene District Court and provide prisoner security. Arrangements were previously made to meet the Jaffrey Police between Keene and Jaffrey to transfer their prisoners.

Now, the Sheriff's Department transports all prisoners to Cheshire Superior, Keene and Jaffrey/Peterborough District Courts. This alleviates the dangerous practice of transferring prisoners between police cars on the roadside. When the prisoners are in court the Sheriff's Department is responsible for prisoner security in the courtroom. This is manpower intensive especially when all three courts in the county have prisoners. Although a drain on manpower for the Sheriff's Department, transportation and security of prisoners relieves the local and state police of this responsibility.

Where the Sheriff's Department provides prisoner transportation and security to the courts and serves civil process it, generally works a business day schedule. In response to requests from local police agencies, a deputy has been assigned to work weeknights until 9 p.m. This schedule allows the deputies to make civil service to those who are not normally available during the day. More importantly it puts another police officer out in the county to help local and state police with prisoner transportation and other police related duties.

This year the Sheriff's Department has assisted local police and the United States Secret Service in helping provide protection for visits from Vice President Gore. Deputies have also helped with events in Jaffrey, Swanzey, Keene, Winchester, Walpole and Hinsdale. The Department also opens its firearms classes to other agencies.

The Sheriff's Department has added a police officer to the Attorney General's Drug Task Force. The addition of this Deputy to officers from Keene and Chesterfield will provide a team that can identify and arrest drug dealers who sell drugs in Cheshire County.

Additional activities in which the Sheriff's Department was involved in are as follows:

- New Hampshire Special Olympics Law Enforcement Torch Run.
- Co sponsored with Keene Police Department, a 5 K road race to raise money for Special Olympics.
- The New Hampshire Special Olympics executive committee represented by Sheriff's Department personnel.
- D.A.R.E. classes in Walpole, Westmoreland and Marlow taught in cooperation with the State Police.
- Cheshire County's AARP 55 ALIVE..
- Bicycle safety in the smaller towns and safety talks to driver education classes.
- *The Prevention of Alcohol Abuse in Cheshire County Committee.*
- Muscular Dystrophy Association

The department has replaced some of its aging vehicles with new Ford police cars. The new cars have distinctive, reflectorized markings that readily identify them as Sheriff's Department vehicles. The new cars have all the standard police emergency equipment. Replacing these vehicles has improved safety of officers and prisoners.

In addition to required recertifications, Sheriff's Department personnel have received the following training.

- | | |
|------------------------------|----------------------------|
| • Firearms Instructor. | • Microsoft Computer |
| • SPOTS Certification. | Software. |
| • Background Investigations. | • Community Policing |
| • School Violence Seminar. | • Domestic Violence |
| • Y2K Preparations. | • Civil Process |
| • US Marshall's Court | • Performance Evaluations |
| Security. | • Successful Communication |
| • Police Management and | Skills for Women |
| Supervision. | |

Sheriff's Department goals for the upcoming year include replacing one cruiser and the transport van. Providing telephone and radio training for the office staff, move into our new office space within the courthouse and upgrade the security of the courthouse.

Respectfully submitted,

Richard A. Foote
Sheriff

CHESHIRE COUNTY SHERIFF'S DEPARTMENT
SUMMARY OF ACTIVITIES
1999

INVESTIGATIONS

Arson	1
Attempted Escape	1
Bad Checks	3
Bail Jumping	4
Criminal Threatening	1
Escape	1
Found Property	1
Sexual Assault	2
Untimely Deaths	4
TOTAL	18

ARRESTS

Criminal	122
Civil	30
Small Claims/Civil	84
TOTAL	236

TRANSPORTS

For Superior Courts	1213
For District Courts	840
Involuntary Emergency Admissions	29
Other	30
TOTAL TRANSPORTS	2112

CIVIL PROCESS SERVED

COUNTY ATTORNEY SUBPOENAS SERVED	3003
TOTAL	3292

MOTOR VEHICLE

Summonses	27
Warnings	47
TOTAL	74

HUMAN SERVICES DEPARTMENT ANNUAL REPORT FOR 1999

To the Honorable Board of Commissioners and Citizens of Cheshire County. As Human Services Administrator for Cheshire County, I hereby submit my report for the year ending December 31, 1999.

The Human Services Department is responsible for meeting the needs of the elderly, the disabled, the infirm and the youth of the county who qualify for certain state mandated programs.

For those individuals receiving monetary assistance, the cost of these programs is shared with the state on an equal basis. This year, approximately 458 persons received payments at a cost of \$339,845.00 to the county.

The cost of those individuals residing in nursing homes and eligible for the Medicaid Program is split three ways, with the federal share being 50% and the state and county share being 25% each after deduction of any personal income available to the resident. The county expended \$2,659,420.00 as its share of the costs for approximately 476 individuals during 1999.

As a result of legislation (Senate Bill 409) which became effective on January 1, 1999, the counties' share of the cost of Intermediate Nursing Care (room and board) was reduced from 30.55% to 25%. However, the counties are now responsible for paying 25% of the cost for a wide array of medical services, called Provider Payments, for those Medicaid eligible residents of nursing homes. In addition, the counties are now responsible for paying 25% of the costs of various medical services for those individuals who are in the Home and Community Based Care (HCBC) Program. To be eligible for this program, individuals must meet the medical criteria for nursing home admission. This program allows people to stay in their own homes with various types of medical support instead of entering a nursing home.

In 1999, approximately 80 individuals received services under the HCBC Program. The county's share of the costs for both the HCBC Program and the Provider Payments was \$528,091.00.

The county shares with the Division for Children and Youth Services the cost of certain court-ordered services provided to the juvenile and/or family at a 25% county/75% state ratio. Some of these services include foster homes, group homes, in-patient psychiatric facilities, legal counsel, clothing, transportation, diagnostic evaluations, counseling, child health support services, respite services, outreach and tracking services, and medical and dental care. During 1999 there were 310 active cases (cases involving payments/expenses) and the cost to Cheshire County totaled \$674,814.00.

For the last several years, the ten counties in New Hampshire have been receiving funds from the Division of Children and Youth Services known as Incentive funds. These

funds are used to fund programs at the local level designed to prevent out-of-home placement for juveniles. Toward the end of 1999, we received approximately \$167,000.00 in Incentive Funds. A Selection Committee makes recommendations as to where this money is spent. The Selection Committee recommended to the County Commissioners using an additional \$24,139.00 of surplus money in our account which consisted of accrued interest and funds awarded in previous years but not completely used by the recipient agencies. A total of \$190,922 was awarded to the following agencies to fund programs during 1999:

Monadnock Family Services (community based program designed to provide parent education and support groups for parents of young children, as well as parents of pre-teens and adolescents);

Juvenile Conference Committee (court diversion of first-time, non-violent offenders);

Home Health Care and Community Services (respite services to poverty-level "at risk" families);

RISE (early intervention program serving developmentally delayed children up to age 3);

Earn-IT (victim restitution program which arranges work situations for juvenile offenders, ages 12-18, to enable the young offender to pay for damages he has caused and to make amends to the community);

Monadnock Family Services Challenge Program (a program providing adventure-based counseling for "at risk" youth);

Antioch Psychological Services Center (a program providing intensive team-based psycho-social intervention to families considered to be "at risk");

Cheshire County Mediation Program (providing parent-child mediation);

Kidspace, formerly known as All-R-Kids Family Center (to provide a neutral, home-like setting for court-ordered supervised visitation between parents and children who have been removed from their homes);

Keene Housing Authority (an after school program serving children ages 5-12 who are living in subsidized public housing);

Troy Elementary School (providing a parenting skills program to 25 families of identified at risk 5-10 year old children);

Keene Youth Services Department (CHINS Diversion Program to present inappropriate or unnecessary court intervention on behalf of Children in Need of Services by implementing mechanisms to divert youth and their families from the judicial system to preventative and community-based services);

Women's Crisis Services (to partially fund an Education Coordinator who will work with local school systems and will provide programs, support and discussion groups relating to building self-esteem, health decision-making skills, dating violence and sexual assault);

Monadnock Family Services Support Program (to fund a part-time para-professional family aide position to enable families to more successfully meet the needs of their children and to enhance family stability through providing concrete assistance in accessing services);

Family Planning Collaborative (to provide direct education in family planning to guests at the homeless shelter and participation in the Cheshire Academy program and to train staff members of social service agencies to discuss birth control and other family planning issues with clients.

During the 1999 budget process, the Board of Commissioners recommended that the sum of \$20,000 be included in the budget to encourage the creation of innovative, community-based programs to serve the youth of Cheshire County. The County Delegation subsequently voted to appropriate these funds.

Proposals were solicited from towns, schools, agencies and other interested parties and were reviewed by a panel which included Commissioner Richard Daschbach, State Representative Irene Pratt, County Human Services Administrator Mimi Barber, UNH Family Educator for the UNH Cooperative Extension Service, Lauren Bressett and community volunteer and parent Judy Lang.

The following programs were funded for the program year running from October 1, 1999 through September 30, 2000:

Monadnock Area Housing Coalition (to fund a coordinator position to link children of homeless shelter families to existing area services);

Stoddard Elementary School (to allow students to gain a deeper understanding of learning and to participate in a positive community service project by building a greenhouse and flower beds, raising plants, and then donating the plants to local community organizations and nursing homes);

Cheshire County Mentoring Project (to fund a media campaign to recruit, encourage, educate and motivate volunteers for school-based, community-based and business-based mentoring programs in Cheshire County);

Marlow School District PTA (to design and construct an observation tower as an after-school project for middle and high school students and volunteers);

Monadnock Developmental Services (to support a monthly recreational support group for both disabled and non-disabled adolescents between the ages of 11 and 19);

Keene Family YMCA (to partially fund “Club Mid”, a community-based program providing a safe, enriching recreation and supervised after-school environment and activities for students in the Keene Middle School, as well as those in Marlborough, Chesterfield and Westmoreland);

Cheshire Coalition for Tobacco Free Youth (“Smokeless Saturdays” Program is an educational alternative to fines, court proceedings and school suspensions for first-time offenders of laws pertaining to minors buying or possessing tobacco products);

Monadnock Family Services (a monthly social skills group addressing the needs of children ages 7 to 11 who have difficulties in their relationships with others by teaching them through a fun activity-based program how to deal effectively with others).

The County Human Services Department remains a vital link between the courts, the Division of Children, Youth and Families and the providers of services for children, youth and families.

Respectfully Submitted,

Mimi Barber,
Human Services Administrator



MAPLEWOOD at CHESHIRE COUNTY

1999 Annual Report for Maplewood Nursing Home and Maplewood Assisted Living Apartments

1999 was an exciting and eventful year in the history of Maplewood Nursing Home. Not only did 1999 see the conclusion of the facility's \$4.4 million dollar expansion and renovation program, the Maplewood complex opened twenty assisted living apartments on the campus, connected directly to Maplewood Nursing Home. These are the only assisted living apartments owned and operated by any county government anywhere in New Hampshire.

The high point of the year was Maplewood's second deficiency free survey in two years. Each year, a team of up to seven state and federal surveyors visit Maplewood Nursing Home for one week, and evaluate all aspects of the operations of the nursing home. By the time the survey was completed in late April, the surveyors were pleased to awarded a "deficiency free survey" to Maplewood Nursing Home and Cheshire County Government. 1998 was Maplewood's first deficiency free survey in its history, and with considerable hard work and months of preparation the Maplewood staff were able to earn this distinction two years in a row.

Nursing

One of the biggest challenges for Maplewood's nursing department in 1999 was staff recruitment and retention in an extremely tight labor market. With unemployment in the Keene area running at record lows of under 2%, it took consistent effort for the entire year to fill nursing vacancies within Maplewood. Efforts were also concentrated on improving retention of Maplewood Nursing Home employees, and turnover was reduced for RN's, LPN's, and CNA's. Turnover of Maplewood CNA's was reduced to approximately one half of what the rest of the nursing home industry experiences , which is turnover in the area of about 100% per year.

One of the key strategies to fill CNA vacancies was to continue CNA class throughout the year, with three CNA classes graduating a total of twenty-four students. Maplewood is justifiably proud of its CNA training program, which charges no tuition to students, pays students while they are in classes, and guarantees them a job when they graduate the eight week course.

The Nursing department continued to coordinate and manage orientation for all new Maplewood employees, with one 148 new employees being oriented throughout the year.

Maplewood's specialty care programs, developed in earlier years, began to reach maturity in 1999, and proved that Maplewood's continued high census and strong demand for its services are due in large part to the special programs developed over the past couple of years. This includes the Medicare Part A Skilled Nursing Program, which averages a census of approximately 6.3 residents per day throughout the year. Maplewood's Therapeutic Living Center (TLC), a secure unit specializing in treatment of residents with severe behavioral problems, reached full occupancy with a census of 22 by mid year, and remained full with a waiting list for the remainder of the year. Intermediate level nursing care, as well as Respite Care and Adult Day Care Programs also continued to be active throughout 1999, with significant emphasis being placed on expanding the End Of Life/Hospice Program at Maplewood through the development of a wide ranging Interdisciplinary Case Management Committee.

Social Services

Social Services at Maplewood experienced an extremely busy year in 1999, processing 55 admissions, 18 discharges to other facilities or home, as well as 37 deaths, resulting in an average census of 145 out of 148 possible resident beds available for occupancy. The Social Services Department continued to set high standards for the residents of Maplewood Nursing Home and their families, and also made significant contributions by facilitating cooperation with other departments at Maplewood to attain customer service goals. Among other programs initiated by the Social Services Department, family forums throughout the year provided staff, representatives, and friends of Maplewood with the opportunity to learn about the programs of Maplewood, to put advanced directives in place, and to meet others involved in pursuing Maplewood's mission of maintaining excellence in customer service.

Medical Records

Working closely with the Nursing Department, Medical Records Department at Maplewood took the lead in installing and transitioning to a new clinical software package for the facility. The Medical Records Coordinator was appointed system's supervisor, and worked actively throughout the later part of the year to bring about a smooth transition to the new clinical software package for Maplewood. In addition to keeping busy with transcription and other Medical Records duties, Medical Records staff brought about improvements in Nurse Practitioner billing, as well as charge tracking and receivables management for the Nurse Practitioner portion of Maplewood's business.

Quality Assurance and Infection Control

One of the major challenges for Maplewood's Quality Assurance Department was in identifying and assisting in the treatment of residents arriving at Maplewood Nursing Home with antibiotic resistant infections. In addition to maintaining high standards of infection control throughout the facility, the Quality Assurance Coordinator also participated in dietary quality insurance evaluations with the dietary department, and took a lead role in initiating a customer service survey mailed quarterly to staff, residents, and families of Maplewood residents. Among other duties, the Quality Assurance Department also provided flu shots to residents of

Maplewood, as well as staff throughout the county. In addition, hepatitis-B vaccinations were provided for staff throughout the county who might request vaccinations, especially in higher risk occupations such as at Maplewood or the Sheriffs Department.

Dietary

The Dietary Department at Maplewood Nursing Home took on the additional responsibility of providing meals for Maplewood's Assisted Living residents in 1999, in addition to providing meals for Maplewood residents, Maplewood staff, guests, special functions, as well as inmates and staff at the House of Corrections. In all, 208,069 meals were prepared and delivered to Maplewood residents, staff, and guests, with 108,159 meals going to the House of Corrections. 9,735 meals were prepared for the Assisted Living Facility, for a total of 325,963 meals, or an average of 893 meals per day. Not only were close to 900 meals prepared every day in the Maplewood kitchen, but it should be noted that these meals are prepared for a very diverse clientele, and include a variety of special diets and other dietary considerations.

The Dietary Department received approximately 8% of its total raw food supplies from the Farm, with about two-thirds of that received from the Farm being in the form of beef. The balance came from various types of fresh vegetables which were grown for use in the Maplewood Nursing Home kitchen. Maplewood Dietary Department also continued to benefit from the receipt of government commodities throughout the year, and continued to use inmate labor in the kitchen throughout the year to reduce labor costs and help meet the work release program goals of the House of Corrections.

Environmental Services

Environmental Services Department at Maplewood, consisting of the Housekeeping and the Laundry Departments, excelled in upholding its tradition of keeping a very large, complex, and busy Nursing Home building extremely clean and odor free. Housekeeping expanded its role in cleaning by approximately 30,000 square feet of new space added during the construction program, consisting primarily of the Assisted Living Apartments, as well as the additional space for Pharmacy, Occupational Therapy, Physical Therapy, and Activities Department.

The Laundry Department completed its replacement project of four large washers and dryers, concluding its capital budget replacement cycle for the next several years. Staff in the Laundry Department washed 579,032 pounds of laundry in 1999, for an average of 1,586 pounds of laundry per day. This included not only the laundry for Maplewood Nursing Home residents, but Assisted Living Apartments' residents, the Farm, and all the laundry for the House of Corrections.

Pharmacy

Maplewood full time staff pharmacist was able to occupy a brand new 450 square foot Pharmacy in late 1998, followed by an outstanding inspection report from the NH State Board of Pharmacy in early 1999. In addition, a second part-time staff pharmacist was recruited and began work at Maplewood, both to handle the increased load of the pharmacist and to allow the pharmacist much needed time off. Maplewood Nursing Home continues to be one of the few nursing homes in the

entire state of New Hampshire with its own in-house staff and pharmacy, and this provides a level of service and pharmacy case management which is unavailable to most nursing home residents throughout the state.

Nurse Practitioner

Maplewood's Advanced Registered Nurse Practitioner (ARNP) began her second full year of work at Maplewood in 1999, and the practice of having an in-house staff Nurse Practitioner continues to be a great benefit to both the residents and the staff at Maplewood. Working in collaboration with Barry Stern, MD, the facility's Medical Director for the past 18 years, Maplewood's Nurse Practitioner was able to be in the facility at least three and sometimes four days a week, making thousands of resident visits, admissions exams, and performing other diagnostic and evaluative treatments throughout the year

Occupational Therapy

Early in 1999 Maplewood's Occupational Therapy Department underwent expansion with the hiring of a second Occupational Therapist (OTR), reflecting a higher demand for rehabilitation services among Maplewood residents in both Medicare Part A and Part B and intermediate level of care residents. The Occupational Therapy Department also worked closely with the part-time contract Speech Therapist, and part-time contract Recreational Therapist, as well as other complementary therapies such as massage therapy and Reiki. The Director of Occupational Therapy was heavily involved in helping to broaden and expand the mission of the End of Life/Hospice Committee, as well as working closely with the third floor Nurse Manager in such innovative behavioral modification applications such as Snoezelen.

Physical Therapy

The Physical Therapy Department was fortunate to be able to recruit and hire a second full-time Physical Therapist for the department, helping to expand that department and enhance that department's capabilities to deal with higher acuity patients and increased demand for rehabilitation services throughout the facility. Working with the Occupational Therapy Department, the Physical Therapy Department staff implemented an Aquatic Therapy Program for Maplewood residents, utilizing the facility's new year-round indoor therapy pool, which was constructed as part of the 1998 – 1999 renovation and expansion program. Both Physical and Occupational Therapy Departments moved into their new quarters in 1999, space which provided not only increased office and treatment space for Maplewood residents, but also private rooms where therapy sessions can be conducted with Maplewood residents. Although both Physical and Occupational Therapies' Medicare Part B revenue suffered because of the \$1,500 revenue cap implemented by Congress at the beginning of 1999, both departments were extremely busy with Medicare Part A residents as well as intermediate level care (ICF) residents. For example, an average of 50 residents per day at Maplewood received some type of Physical Therapy services throughout 1999.

Although most of the Maplewood expansion and renovation program was funded by a \$4.4 million dollar bond issued by Cheshire County Government in 1997, it should be noted that almost the entire cost of the therapy pool (\$65,000) was

funded by donations from the estate of Clara Wellington of Spofford. Clara Wellington's estate also furnished an excess of \$60,000 to assist in renovating and extending Maplewood's new patio area on the north side of the building complex.

Therapy Pool Incident

The last week of April 1999 brought no small measure of excitement to Maplewood, when a chlorine canister in the mechanical room underneath the therapy pool ruptured, releasing a small amount of chlorine gas into the surrounding air. However, Maplewood staff reacted quickly and calmly, and although Maplewood residents on the second floor were evacuated to the third and fourth floors as a precautionary safety measure, no residents at Maplewood suffered any injuries as a result of this incident. Several Maplewood employees were transported to local hospitals; all were treated and released, and did not suffer any significant injuries. It should be noted here that the Maplewood staff and Cheshire County Government appreciate the prompt and professional response of not only the Westmoreland Fire Department, but the City of Keene HAZMAT team. Their rapid response and highly trained personnel minimized any potential repercussions from this incident, and their assistance was greatly appreciated. By June of 1999 the therapy pool was back in full operation, with the volume of residents in the program accelerating throughout the balance of the year.

Activities

One of the highlights of the year for the Activities staff was to move into their newly expanded and renovated quarters, complete with a brand new kiln room, a kitchen, and almost double the activity space that they previously had to work with, as well as a beautiful new year-round greenhouse and solarium.

Maplewood's busy Activities staff coordinated or put on 2,593 programs for residents, for an average of 50 programs per week or more than 7 programs per day. Throughout the year, 38 outside groups came in to deliver programs at Maplewood to the residents, ranging from elementary school classes to the Keene Senior Swingers, as well as several residents from Cedarcrest, a long term care facility for children located in Keene. Among many activities for the year, TLC residents were taken to a Boston Red Sox game, to a Keene Swampbats game, as well as to a special adaptive canoeing center on the Connecticut River. Other residents were taken to beach parties at Spofford Lake and Surry Mountain Dam, and assisted in constructing and riding on a float in Westmoreland's 100th Anniversary Old Home Days celebration. Maplewood's residents also participated in several barbecues on Maplewood's new patio, as well as a rousing New Years Eve party.

Volunteer coordination was also one of the duties carried out by the Activities staff throughout the year, with 2,094 hours of volunteer work being donated by 72 active volunteers throughout the year. Maplewood volunteers assisted with 1,106 programs for Maplewood residents throughout 1999, and continued to provide much appreciated service to many of Maplewood's residents.

Maplewood Auxiliary Association

No annual report would be complete without mentioning the many contributions of the Maplewood Auxiliary Association to the residents of Maplewood Nursing Home. 1999 saw the culmination of several years of

fundraising by the Maplewood Auxiliary, who donated \$20,000 to Maplewood for the construction of a beautiful 30x40 foot shade house for the facility's patio. In addition, another \$5,000 was donated by the Auxillains for a large commercial barbecue grill for the patio, as well as money for numerous planters, chairs, and other accessories to enable Maplewood residents to enjoy the new patio area. This is only the highlight of the donations from a very generous and giving Auxiliary staff, and it is estimated that over the past ten years the Maplewood Auxiliary Association has raised close to \$100,000 for various Maplewood projects, including \$35,000 for the Maplewood wheelchair bus purchased several years ago. Maplewood staff, residents, and families of residents would all like to express a warm "Thank You" of appreciation to the hard working volunteers of the Maplewood Auxiliary Association. Members of the Auxiliary Association are one more reason why "Maplewood is more than just a nursing home"!

Long Term Care Counselor

Cheshire County's Long Term Care Counselor completed her second full year of operations for the County, with the operation being housed at Maplewood Nursing Home but operating throughout Cheshire County.

The Long Term Care Assessment and Counseling program was started in 1997 by the State of New Hampshire in Belknap and Cheshire Counties, and has been so successful over the past several years that the State of New Hampshire is expanding the program to all counties of the state. This program provides a Registered Nurse available five days a week, who goes to homes, nursing homes, and hospitals and does clinical assessments on all persons applying for Medicaid long term care eligibility within Cheshire County. In 1999 this Registered Nurse completed 283 clinical assessments and evaluations, mostly from nursing homes and hospitals. This program has demonstrated that a much higher level of customer service can be extended to persons applying for Medicaid eligibility, who not only receive a face-to-face clinical assessment with an RN, but also received counseling as to their various institutional and programmatic alternatives. Cheshire County and Maplewood Nursing Home are pleased to be among the innovators of this program in the State of New Hampshire.

Assisted Living Apartments

One of the most significant accomplishments of the facility's construction and renovation program was the building of twenty efficiency apartments to provide assisted living services on the campus of Maplewood Nursing Home. Opening in May of 1999, these apartments were licensed as "Supported Residential Care," meaning they are intended to be a residence for individuals who can no longer take care of themselves at home, but are not sick or frail enough to need the services of a nursing facility.

These Assisted Living apartments were and still are the only assisted living facility owned and operated by any county government in the State of New Hampshire, and were targeted to low to moderate income individuals residing in Cheshire County. After considerable startup work early in the year, the facility passed its initial licensure inspection with zero deficiencies. Although occupancy began before the construction punch list was fully completed, occupancy proceeded smoothly in May with the apartments reaching full occupancy by the end of the year.

Maplewood Assisted Living Apartments are somewhat unique in that the administrative role is also filled by a Registered Nurse, who has a dual set of responsibilities within the facility. Not only is a nurse available seven days a week in the facility during daytime hours, but the apartments also provide three meals a day, seven days a week to all residents, as well as housekeeping services once a week, linen and laundry services, as well as full maintenance and utility services. In addition, a variety of activities are available to Assisted Living residents in Maplewood Nursing Home.

In keeping with Maplewood's goal of reducing unnecessary nursing home utilization, two residents were transferred from Maplewood Nursing Home to the Assisted Living Apartments during 1999, with one of those residents having been at Maplewood Nursing Home for more than five years.

It is clear that by the end of 1999 the Assisted Living Apartments at Maplewood had become smoothly integrated into the larger network of services provided at the Maplewood complex, and has become an intricate part of the mission of Cheshire County Government, in providing assisted living services to low to moderate income residents of Cheshire County.

Administration

As with other departments at Maplewood, Administration at Maplewood had an extremely busy year in 1999, with the first half of the year requiring a considerable focus on the ongoing construction and renovation program. A collective sigh of relief was breathed by all departments as the new areas were occupied by May of 1999, culminating in an extremely well attended open house and dedication ceremony held the first week of June.

Administration at Maplewood also continued to be active in assisting Maplewood department heads run their departments and meet their goals, primarily by assisting in the procurement of resources, the continued maintenance of customer service values throughout the facility, as well as various types of public relations activities and occasional problem solving.

Under the direction of the Executive Assistant to the Administrator, hours and duties in the receptionist area were reorganized to provide better customer service to Maplewood residents and families, as well as Maplewood employees. The Executive Assistant to the Administrator took part in designing and implementing the Cheshire County web site and continues to oversee the maintenance, revision, and updating for Maplewood Nursing Home (<http://co.cheshire.nh.us>).

The Administrator at Maplewood completed his third full year of involvement in the Cheshire County Medicaid Pilot Project, culminating in the formation of a Limited Liability Corporation in late 1999 called "Pilot Health." This LLC is a joint venture of five local social service organizations, with Cheshire County being a part owner and one of the founding members. As part of the formation of Pilot Health, the Administrator at Maplewood was appointed one of two Cheshire County board members, to represent the interests of county government in the joint venture organization.

As in previous years, the promotion of high levels of customer service at Maplewood Nursing Home were a priority goal throughout 1999. Administration at Maplewood placed a high emphasis on customer service values not only for Maplewood's primary clients, its residents, but also in regard to other customer

groups such as families, relatives, visitors, Auxiliaries, volunteers, medical staff, vendors, community members, and other Maplewood and County employees. High customer service values are one reason why Maplewood Nursing Home was able to continue its ongoing tradition of providing high quality resident care to citizens of Cheshire County, and is a leading reason why Maplewood Nursing Home is "more than just a nursing home."

Y2K

Working in cooperation with all County departments, Maplewood Administration undertook an extensive Y2K preparedness effort, ranging from the preparation of contingency plans for basic utility services to computer upgrades. In addition, a considerable number of hours were devoted to revising and updating Maplewood's fire and disaster plans. January 1, 2000 brought no surprises, no interruptions in any services, and resulted in a smooth transition to the new year!

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read "James R. Beeler". The signature is fluid and cursive, with the first name "James" and last name "Beeler" clearly distinguishable.

James R. Beeler, NHA
Administrator, Maplewood



IN RECOGNITION OF THE MAPLEWOOD AUXILIARY ASSOCIATION

One of the greatest assets at Maplewood Nursing Home is the Maplewood Auxiliary Association. This non-profit association was organized for the purpose of raising funds for projects to benefit the residents of Maplewood Nursing Home. Over the years, the Maplewood Auxiliary Association has made significant contributions towards improving the quality of life of the residents at Maplewood.

The Auxiliary Association's significant contributions to our recent patio project is the culmination of several years of fund raising, resulting in the donation of \$20,000 to Maplewood for the construction of a 30'X40' shade house for the patio. Auxiliary members also raised more than \$5,000 to purchase a large barbecue grill for the patio. Other contributions for the patio have included planters, furniture, and other outdoor accessories to complement the patio.

Other recent donations from the Auxiliary Association have included money for three aquariums for Maplewood. In addition, the Auxiliary also donated money to pay for the installation of an in-house closed circuit television network.



Pictured, left to right: - standing: Annelie Malony, Treasurer; Everette Delworth, Director; James Beeler, Maplewood Administrator; Jane Skofield, Vice President; Russell Blodgett, Director; Steve Wilson, Activities Director seated: Jeanette Gardner, Director; June Rawlings, President; Barbara Clark, Director; Virginia Goodrum, Director; Rosa Hewitt, Secretary Auxiliaries (not pictured) who have served over the past ten years: David Adams, Marcia Ammann, Carol Austin, Thomas Barker, Nealha Barnes, Bonnie Carroll, Eleanor Hood, Jane Lane, Patrick McMannus, Patricia Moore, Marianne Morse, Frank Moss, Marguerite Moss, Courtney Porter, Dale Thompson

The Maplewood Auxiliary Association has always been extremely responsive to requests from Maplewood staff for assistance in particular areas. For example, the Auxiliary recently purchased a \$3,000 electric lift to lift residents from a bed into a wheelchair. The Auxiliary also purchased two-way radios for use by nursing staff.

One of the Auxiliary's most notable donations came several years ago, when the Auxiliary raised \$35,000 to buy the wheelchair bus for the Activity Department. The bus is used many times each month. It is estimated that the Maplewood Auxiliary Association has raised close to \$100,000 for the benefit of Maplewood residents over the last ten years.

On behalf of Cheshire County Government and the staff and residents at Maplewood Nursing Home, we would like to extend a warm "Thank You" to all of the dedicated Auxiliary members at Maplewood. Their hard work is just one more reason why "Maplewood is more than just a nursing home."

CHESHIRE COUNTY
DEPARTMENT OF CORRECTIONS
160 RIVER ROAD
WESTMORELAND, NEW HAMPSHIRE 03467

Richard N. Van Wickler, Superintendent
Penny Vitale, Executive Assistant
Phone 603-399-7794 Fax 603-399-8334

Cpt. Scott Hagar, Dir. Of Operations
Lt. Steven M. Stewart, Dir. Of Training
Sgt. Hank Colby, Inmate Programs

Annual Report 1999

Of the accomplishments for 1999, following are some of the most notable:

1. The implementation of a full time Correctional Programs Position was achieved to ensure the efficiency of inmate programs. This position is a CO III rating. In addition to inmate programs, this officer is responsible for the inmate electronic monitoring program, facility tours and some public relations.
2. We acquired and implemented new inmate management software, which greatly enhances our ability to track inmate incarceration trends and programs. The software will provide data with which to assist other government agencies (such as the social security administration and department of education) in their effort, archive files electronically, have the ability to join the "Criminal Justice Information System" and make the management of inmate information more efficient for correctional staff.
3. Familiarization and use of the "Automated Fingerprint Identification System" (AFIS) has been successful and will be instrumental in contributing prints to the State repository and building a database for criminal information in New Hampshire.
4. A feasibility study on expansion was conducted. We now have the opinion of criminal justice consultants with regard to the needs of the county as it pertains to programming and correctional bed space for the next decade. Efforts continue to keep the project moving forward and we are eager to improve the ability of the jail to provide enhanced correctional services to the criminal justice community of Cheshire County.

General Information

- 210 individuals attended public information tours of our facility in 1999
- 80 of the above individuals were under 18 years of age
- Over 80 volunteers have contributed their time to inmate programs at the facility
- Hundreds of hours of community service has been provided by inmate labor to municipalities
- Correctional staff conducted 596 inmate disciplinary hearings in 1999. 120 were found "not guilty". 242 inmates received punitive segregation and 106 lost early release time as the result of the inmate disciplinary process.

**Cheshire County Department of Corrections
1999 Statistics**

Total Inmates processed in 1999 1,245

Sex of the offender	Male =	1,107	89%
	Female=	138	

Marital Status	Single =	893	72%
	Married =	228	
	Divorced =	118	
	Widowed =	6	

Religious preference	Christian	119	53%
	Catholic	250	
	Buddhism	3	
	Protestant	47	
	Episcopalian	6	
	Jewish	5	
	Jehovah Witness	5	
	None	654	
	Other /unknown	156	

State of Residency	New Hampshire	993	80%
	Vermont	96	
	Massachusetts	73	
	New York	9	
	Maine	6	
	Other	68	

Employment	Unemployed	481	39%
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Arresting Agency	Total	%
Keene Police Department	448	36%
NH DOC Probation/parole	207	16%
Cheshire County Sheriffs dept.	96	7.7%
Swanzey Police Department	67	5.3%
Jaffrey Police Department	62	4.9%
United States Marshall	60	4.8%
NH State police	59	4.7%
Chesterfield Police Department	46	3.7%
Hinsdale Police Department	44	3.5%
Winchester Police Department	38	3.0%
Troy Police Department	23	1.8%
Fitzwilliam Police Department	23	1.8%
Walpole Police Department	19	1.5%
Ridnge Police Department	18	1.4%
Marlborough Police Department	16	1.2%
Dublin Police Department	5	0.4%
Sullivan Police Department	5	0.4%
Alstead Police Department	4	0.3%
Richmond Police Department	3	0.2%
Roxbury Police Department	1	
Surry Police Department	1	
Gilsum Police Department	0	
Marlow Police Department	0	
Harrisville Police Department	0	

** Cheshire County Sheriff's Department is considered the Arresting agency when transporting inmates directly from court.

Sentencing / Detaining Court

Keene District Court	550	44%
Cheshire County Superior Court	280	
Jaffrey District Court	74	
Federal Court	60	

Crime Classification

Misdemeanor	466	37%
Felony A & B	237	
Probation & Parole	198	
Federal Hold	60	
Other	23	

Protective Custody

Protective Custody holds 261 21%

**Protective custody holds seen by CMC prior to booking 5

Inmates by age 17 – 25 years old

(44 % of total population) under 25


17 years old	61
18 years old	92
19 years old	101
20 years old	61
21 years old	82
22 years old	51
23 years old	44
24 years old	29
25 years old	25

While the economy has been healthy, correctional departments throughout the State have experienced some difficulty with keeping all positions filled. Predominately, Cheshire County has not only managed to keep vacancies filled, but with a quality compliment of professionals. Effective January 2000 the fitness standards for Correctional Officers have increased. Officers are now mandated to pass fitness, psychological and educational standards. In service training must deliver 35 hours in order for an officer to maintain certification. Given the great economy, these standards have created further challenge in the retention of good employees.

We are encouraged by the State's effort to form committees through the Department of Justice, which enhance the communication and information sharing between criminal justice entities. Such efforts have instigated a new era of understanding and communication between each branch of the criminal justice system. These same committees have resulted in thousands of dollars in technological advancement for the County Department of Corrections and other agencies.

As we look toward the possibility of expansion and the enhancement of programming and use of intermediate sanctions, it is exciting to be where we are in time. We have accomplished a great deal over the last several years and have much to do.

Respectfully submitted,



R.N. Van Wickler
Superintendent

FACILITIES DIVISION ANNUAL REPORT 1999

This year the 4.5 million-dollar Assisted Living project was completed and soon reached 90% occupancy. The Maplewood Nursing Home expansion and modernization was also completed. The expansion of our Physical Therapy Department and the installation of the Therapy pool gave the residents of Cheshire County access to state of the art treatment facilities. Cheshire County continues to be in the Vanguard of long term residential care and assisted living facilities.

The County Facilities staff responded to more then 3,900 work or repair orders requests and over 33 capital projects or improvements. We reacted to more then 18 emergency calls and issued 10 requests for bids or RFPs and assisted two other Departments in assembling and publishing their RFPs

The access road at Maplewood was demolished and a new roadbed and pavement was laid. The under drains were refurbished and repitched relieving the erosion and run off problems The finishing layer of asphalt should be laid in the year 2000.

The expansion and landscaping of the patio was complete. This area provides spectacular views of the Connecticut River, Vermont and the surrounding areas. A shade house and picnic area, a gazebo, walkways, handicapped accesses gardens make this one of the most attractive areas of the Westmoreland County complex. It affords MWNH residents a recreational area second to none.

Hurricane "Floyd" brought tumultuous rains and flooding to the Westmoreland County Complex. Although effective emergency and disaster plans insured the safety of our residents and staff, severe flooding caused a washout in the north west corner of the complex. Over 200 feet of banking washed into Partridge Brook. To compound the incident, the raw water pipes, supplying the potable water to the entire complex are in the effected area. A walkway in the new patio area, the hillsides near the Day Care and the sharp turn on the access road were also washed out. Cheshire County was pronounced a "Disaster Area" and the Federal Emergency Management Agency (FEMA) promptly responded to our disaster, providing invaluable assistance in procedures, permits, engineering and funding to correct the situation. Natural Resources Conservation Services (NRCS) provided the financial assistance with the Partridge Brook Washout while FEMA handled the patio area. Damages are in excess of \$100,000.00 with 75% being paid by FEMA & NRCS and an additional 12.5% by NH Office of Emergency Management.

We replaced the entire ceiling in the Nursing Home dietary area as well as refurbishing the lighting system and upgrading the office and storage space.

Complex lighting: We completed 80% of our four-year T8 ballast replacement plan. This will reduce our electric usage and prolong bulb life.

The TLC unit was air-conditioned and the second phase of the upgrade of our nurse call system was installed. A state of the art fire alarm and security system was installed, greatly improving the safety of the facility and providing our residents and staff with a secure environment.

We replaced the old roof on the sheep barn with a metal roof.

Maintenance Work Requests can now be computer generated at any facility, both in Westmoreland and Keene, and electronically forwarded to the proper dispatch center. This allows a more efficient use of resources and personnel as well as keeping all staff informed on the status of their requests. All Safety Issues are given priority and have been addressed &/or corrected within 24 hours.

The Bell Tower on the Courthouse in Keene was completely refurbished and painted. This is the first step in the four-year plan for Courthouse renovations. The 10,000-gallon underground storage oil tank was removed bringing the County into total compliance to all U.S. and State Regulations regarding Underground Storage Tanks.
Cont. 2

Major renovations to the Sheriff's area were begun. Emphasis will be on security and electronically monitored entrance-egress areas. The old marital court area has been renovated to accommodate the sheriff's staff and reception. The Sheriff's entrance, on the North East Side of the building, will be closed and all traffic will enter through the building's Main entrance on Winter Street. This will insure that all visitors will pass through the electronic monitoring station located in this area.

Safety.

A revised Workers Compensation section to the Employees Handbook was submitted and approved by the Cheshire County Board of Commissioners. In addition, Compensation Funds of New Hampshire, (The County's Workers Compensation carrier.) together with the Safety Officer, conducted an in depth, educational inservice for all County Department Heads and elected officials. The inservice focused on compensation laws, claims process and incident reporting. This was a major step in reducing compensation cost and claims.

Temporary Alternative Duty (TAD) programs.

Under the County Safety Officer's guidance, the MWNH Safety Committee and The Cheshire County Joint Loss Management Committee instituted a TAD program. This collective effort should reduce Compensation costs by providing alternative duties and earlier back to work policies for employees who are out of work due to injury or illness.

The following Safety Inservices were conducted by the County Safety Officer: Violence in the Workplace, Defensive Driving, Substance Abuse in the Workplace, Workers Right to Know, Employee Orientations and Fire Safety. More then 250 County Employees attended these classes.

We submitted our revised disaster plans to the Westmoreland Fire Department and Civil Defense Director for review and evaluation. They were accepted. A staged missing resident drill as well as an actual disaster (Chlorine Incident) gave hands on experiences to participating employees. The staff reactions to these incidents were excellent, proving that County Employees perform in crisis situations as efficient team members with the safety of our residents and staff first and foremost in their efforts.

Respectfully submitted
James Meehan
Facilities Manager,
December 10, 1999

CHESHIRE COUNTY TREASURER ANNUAL REPORT 1999

To the Citizens of Cheshire County

During the year the investment policy for the County of Cheshire was reviewed and updated and approved by the Cheshire County Commissioners.

I wish to acknowledge the excellent staff in the Finance Department that assists me in performing my duties as Treasurer and in particular, Marie Knowlton, Finance Director and Sheryl Trombly, Assistant Finance Director.

A major task for the Treasurer is working with our banking partner, Citizens Bank, to issue a tax anticipation note. The assistance of Michael Gleason, Executive Vice-President and Christine Therrien, Vice-President Government Bank Division of Citizens Bank is very much appreciated not only during the note sale but also during the entire year.

My sincere thanks to all the staff in the Finance Department for a great job done in 1999.

Sincerely,

Bill Lynch
Cheshire County Treasurer

1999 ANNUAL REPORT

CHESHIRE COUNTY COOPERATIVE EXTENSION

800 Park Avenue
Keene, NH 03431-1513
352-4550

Cheshire County - UNH Cooperative Extension is part of the educational network connecting University knowledge and research to all residents of Cheshire County. We provide individuals, families, businesses, and communities with direct access to reach generated knowledge from the University. Cheshire County - UNH Cooperative Extension's two major program areas, natural resources and family-community-youth, focus on topics that include community education, child care and development, wildlife management, 4-H youth programs, nutrition and food safety, farm and forestry practices, environmental quality, and more.

The local communities have been the center of UNH Cooperative Extension program efforts since its establishment by Congress in 1914. Cheshire County Extension is one of ten county offices that link the University to local communities. People may drop in or call for information, or participate in programs presented or coordinated by Extension Educators. We offer up-to-date information to help residents make informed choices, answer questions, and help solve problems. We work diligently to identify those issues critical to Cheshire County residents and to formulate non-formal education programs addressing those issues. Cheshire County - UNH Cooperative Extension helps individuals improve their health by changing their diets, helps families better manage their time and money, helps communities solve environmental economic problems, helps the food and agricultural industry keep up-to-date with developing technologies and helps youth become tomorrow's leaders.

Please give us a call at 352-4550 or visit our office at 800 Park Avenue in Keene.

UNH Cooperative Extension programs and policies are consistent with pertinent Federal and State laws and regulations on non-discrimination regarding age, color, handicap, national origin, race, religion, sex, sexual orientation, or veteran's status.

MEMBERS OF THE CHESHIRE COUNTY EXTENSION COUNCIL

1999

Lee Sawyer, Jaffrey
Camelina Nims, Keene
Gigi Batchelder, Nelson
Bob Mallott, Keene
Ann Sweet, Sullivan
Brenda Kelley, Winchester
Richard Clark, Gilsum
Gordon Schofield, Hinsdale
Bill Perron, Walpole
Howard Weeks, Alstead
Leon Wyman, Chesterfield
Peter Rhoades, South Acworth

County Delegation
Dan Burnham
Commissioner
Greg Martin

COUNTY EXTENSION EDUCATORS

Lauren Bressett	Extension Educator, 4-H & Youth Development County Extension Coordinator
Bruce Clement	Extension Educator, Agriculture Resources
Linda Elliott	Extension Educator, Family Development
Marshall Patmos	Extension Educator, Forest Resources
Andrea C. Sawyer	Program Associate, 4-H & Youth Development
Christine Parshall	Program Associate, EFNEP
Support Staff	Diane DuGray Diana Fiorey

FAMILY DEVELOPMENT

Linda Elliott - Extension Educator, Family Development

The Family Development program of the Cheshire County Cooperative Extension helps people of all ages and income levels to learn new skills and apply new knowledge toward better living. The program assists people in the areas of food and nutrition, human development, and family resource management. Each year the educational program focus is determined through the use of advisory committees and surveys, which identify problems and concerns in Cheshire County.

The Extension Educator, Family Development conveys information in a variety of ways. There are 1000 individual contacts per year from people seeking general information and solutions to specific problems. A bi-monthly newsletter, Extension reaches approximately 1059 Cheshire County families with timely information in all areas of Home Economics. The Cradle Crier, a newsletter for parents of firstborns, is also available for distribution. Currently 416 new mothers are taking advantage of the newsletter, which covers growth and development during their baby's first year of life. Two hundred and five (205) families are also benefitting from the quarterly newsletter, Toddler Tales, which focuses on children ages 12 months to 2 years. Efforts continue, in cooperation with other health agencies, to reach all new parents with this valuable information.

Cheshire County families benefitted from a variety of public workshops, and informational meetings on nutrition, food safety, financial management, consumer issues, stress management, aging, and parenting.

Extension Family Development programs are open to all interested persons regardless of race, color, national origin, religion, sex, age or handicap. To reach as many people as possible, most sessions are scheduled free of charge in the daytime and again in the evening in communities throughout Cheshire County.

AGRICULTURE

Bruce A. Clement - Extension Educator, Agricultural Resources

Cheshire County Cooperative Extension is the major source of unbiased, research based information, education, and management advice for commercial farmers, home gardeners, part-time farmers, landscapers, commercial horticulturists, and other individual residents of Cheshire County. Our major program emphasis is on improving the sustainability of agricultural businesses in Cheshire County, but we conduct programs and provide information on a broad range of topics.

Some highlights for 1999 programs include:

1. The project at the Maplewood complex is progressing well. For the third year in a row, grant from the Connecticut River Joint Rivers Commission to help develop the demonstration garden, river walk trail and woodland trail. Our Master Gardener Volunteers and COVERT wildlife volunteers have been working with us. Let us know if you'd like a tour of this project.
2. We organized the educational program for the 1999 Monadnock Flower Show. We had over 200 people attend 14 programs on various aspects of gardening.
3. The continuation of our Agriculture Awareness program. We reached over 2000 children and adults with our Cow and Calf to School program, our Sheep Shearing - Wool Education program, and activities we conduct in cooperation with Stonewall Farm.
4. A significant number of other educational programs on such topics as: turf management, forage crops, pesticide recertification, dairy management, beef management, sheep shearing, lambing clinic, pasture walks, farm income tax and home gardening, and dairy goat and dairy sheep farming.
5. An Open Barn Day at the County Farm that attracted approximately 1,000 people.
6. "Show Me The Money", a program on how to develop a value-added farm business was attended by 28 farmers. The program was co-sponsored with Hillsboro and Sullivan Counties, Stonewall Farm, and Hannah Grimes Marketplace.

NATURAL RESOURCES, FORESTRY And Wildlife

Marshall Patmos - Extension Educator, Forest Resources

The Cheshire County, UNH Cooperative Extension Forestry and Wildlife Program provides educational assistance in forest resources to private woodland owners, primary processors, the general public, organizations and communities of Cheshire County. The delivery of assistance is through individual communication, field visits, group meetings and demonstrations, newsletters, bulletins, news articles and radio.

Multiple-use forest management and planning, including timber sales, intermediate forest practices, fuelwood and wildlife comprise much of the requested assistance provided by the program. Financial and economic aspects of owning and managing woodland are also concerns as are increased awareness and concern for conserving the land base, permanent protection measures and the concept of ecosystem management. Insects and disease, urban forestry and general forest conservation matters are additional types of assistance requested by the people of Cheshire County. The program also has the technical responsibility for a number of federal cost- share programs available to landowners.

While some assists can be handled by phone or mail, many require a field visit and examination, still others can be addressed through a public forum, meeting or field demonstrations or workshops.

The program also provides assistance to the natural resource management of Cheshire County property in Westmoreland and Chesterfield. In addition to assistance in timber sale and fuelwood production, the resource awareness and public educational program on County ownership continues. Development and improvement of the 4000 feet of Westmoreland nature and river trails and wildlife habitat demonstration areas are major components of the effort. Five natural resource workshops plus Open County Farm Day and the school Conservation Field Day were held at the Westmoreland ownership. More than 1400 people have attended natural resource functions at the County property over the last year. A natural resource management plan for the 640 acre ownership is being revised and should be completed in 2000.

As an outreach source of unbiased research based information, the Cheshire County, UNH Cooperative Extension program is backed up by a team of state extension specialists and the resources of the University of New Hampshire. Information and educational efforts (news articles, radio, TV, group presentations) are critical components of the program that keep landowners, decision makers and the general public informed about the management and benefits of a healthy forest resource.

Working relationships with other groups and agencies such as the Farm Service Agency, Conservation District, Natural Resource Conservation Service, N.H. Division of Forest and Lands, NH Fish and Game, US Fish and Wildlife Service, N.H. Timberland Owners Association, Society for the Protection of N.H. Forests, Monadnock Conservancy, the N.H. Tree Farm Program, forest industry and private forestry consultants are important in helping to promote the sound management of the forest resource. Referrals and assistance to the private sector and encouragement of its development is an important function of the program.

In 1999 - 711 assists were provided including:

- 234 Woodland owners assisted and applying forest stewardship principles involving 5540 acres
- 188 Insect and disease, and urban forestry assists
- 103 Finance and tax assists
- 55 Marketing assists
- 23 Towns were provided assistance
- 47 Assists and referrals to the private forestry sector
- 61 Information and education (radio, newspaper, presentation, etc.) assists

EFNEP

Christine Lynch - EFNEP Extension Program Associate

The Expanded Food and Nutrition Education Program is part of the Family and Youth Development component of the UNH Cooperative Extension. The EFNEP Program Associate works with limited resource families and individuals in their homes or in group situations to improve knowledge of nutrition through the use of the Food Guide Pyramid. She also helps participants learn to make informed nutritional and economical choices at the grocery store, and works to help improve cooking and sanitation skills. In addition, the Program Associate is responsible for presenting the Planning Ahead, Staying Ahead budgeting curriculum.

In the 1999 program year EFNEP reached almost 60 families and individuals in Cheshire County. This included residents at Marathon of Keene and the Keene Transitional Housing Shelters. The 1999 graduation rate was approximately 69%.

Highlights of the year included participation in Stonewall Farm's Produce for People Program. Grant dollars enabled four area agencies to participate in the farm's community supported agriculture garden and attend an educational program focusing on how to handle and use fresh produce. Another highlight of the year was a four week nutrition program for seniors presented at the Keene Senior Center, also supported by grant dollars.

In 1999, EFNEP reached over 235 children and youth at the following programs: YMCA After School Programs in Keene, Marlborough, Swanzey, and Sullivan, the Harmony Lane Clubhouse, the ELMC Summer Day Camp, two Summer Youth Work-Study Programs at Keene High School and Monadnock Regional High School, the North Walpole Elementary School, Keene Head Start, and Jaffrey Preschool.

4-H YOUTH DEVELOPMENT

Lauren L. Bressett - Extension Educator, 4-H & Youth Development

Andrea C. Sawyer - Extension Program Associate

The Cheshire County 4-H Program served 6026 youth in the county during the 1999 program year. These youth have been involved in 4-H clubs, special interest groups, or school enrichment programs. Extension youth programs have been used by most of the towns in the county.

The enrichment programs reached 5673 youth with programs that enrich or expand the regular curriculum in areas including:

- International 4-H Youth Exchange - understanding other countries & cultures
- Kids on the Block Puppets - understanding personal differences/abilities
- Cow to School - understanding our agricultural heritage and dairy foods production
- Conservation Field Day - exploration of agricultural and natural resource topics
- Embryology - the study of incubating and hatching poultry eggs
- Bicycle Safety - safety information, skills, and laws relating to bicycle use
- Forestry - the importance of NH's forests and it's forest industry
- Stream Study Kit - exploration of water quality in local waterways
- Safe at Home - skills for youth to prepare for being home alone
- Talking with TJ - a series on conflict management among students
- Health and personal Development - used by after school programs

Many schools participate in more than one of the above programs. All the programs are evaluated regularly and are changed as needed to meet the current needs of the school population. We also provide resource materials to schools upon request in such areas as nutrition, science, safety, and natural resources. We have a number of home school families that also use these programs.

The 4-H Club Program is open to any boy or girl from 5 to 18 years of age. The mission of 4-H is to provide positive experiences for all youth and adults to develop their individual potential as caring and contributing members of an ever-changing world. Besides citizenship and leadership, the most popular project areas include cultural and heritage arts, animal science, foods and nutrition, natural resources, clothing and textiles, mechanical science, gardening, and photography.

County dollars do not go directly into local 4-H clubs. With county funds the Extension Office is responsible for recruiting and training the volunteers, insuring that youth

opportunities are available for all youth, and providing up to date, research based curriculum for use by 4-H clubs as well as other youth groups.

The 4-H Club Program functions because of the 82 volunteer leaders and an additional 219 adults who volunteer for various support roles. There are also three volunteer boards that advise the program and manage the money raised by members and volunteers for the program. This money is used for the events, activities, and awards offered to the members. The 4-H Council had income of \$5148. The 4-H Leaders Association raised \$7500. A budget of \$6362 for 1998-1999 in scholarships and awards to leaders and members for recognition and for various trips to 4-H events was passed. In addition, a new 4-H Kitchen at the Cheshire Fairgrounds was built.

As a result of the quality programs managed by the volunteers as well as the financial support discussed above (and support from the State 4-H Foundation for national opportunities), Cheshire County has a large number of members and volunteers who are offered experiences and honors beyond the county level. In 1999 Cheshire had:

- 19 participate in the Eastern States Exposition agricultural shows
- 4 participate in New England Center Activities at the Eastern States Exposition
- 6 serve on State Curriculum Committees
- 1 teen attend National 4-H Congress
- 2 teens receive the NH 4-H Achievement Award
- 13 teens attend NH Teen Conference
- 2 teens elected to NH 4-H Teen Council
- 2 teens participate in National Horse Communications Contest
- 2 teens participate in National Dairy Conference
- 2 teens participate in National Quiz Bowls
- 1 Volunteer on State Extension Council
- 7 Adults attend the Northeast Leader Forum
- 5 teens serve on the County 4-H Council
- 34 youth attend 4-H camp

Many clubs are reaching youth who are considered "at risk" such as those from low income families or with learning disabilities or behavioral problems. Because the 4-H program stresses members setting individual goals and achieving at their own rate such children can fit into the program and have equal opportunity to achieve high levels of accomplishment. In some communities guidance counselors refer students to local clubs for enrichment of needed skills. In addition, parents of home schooled children use 4-H clubs to supplement their child's social curriculum, and use Extension materials to enrich their home school curriculum.



INDEPENDENT AUDITOR'S REPORT

May 1, 2000

MASON+RICH

PROFESSIONAL
ASSOCIATION
CERTIFIED
PUBLIC
ACCOUNTANTS

Board of County Commissioners
County of Cheshire, New Hampshire

We have audited the accompanying general purpose financial statements of the County of Cheshire, New Hampshire as of and for the year ended December 31, 1999, as listed in the table of contents. These financial statements are the responsibility of the County's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The general purpose financial statements referred to above do not include the Fire Mutual Aid Special Revenue Fund, which should be included in order to conform with generally accepted accounting principles. If the omitted fund had been included, the Special Revenue Fund assets, liabilities, revenues, and expenditures would have increased \$81,376, \$72,092, \$641,109 and \$640,087, respectively.

In our opinion, except for the effect on the general purpose financial statements of the omission described in the preceding paragraph, the combined financial statements referred to above present fairly in all material respects, the financial position of the County of Cheshire, New Hampshire at December 31, 1999 and the results of its operations and cash flows of its proprietary fund types for the year then ended in conformity with generally accepted accounting principles.

Our examination was made for the purpose of forming an opinion on the combined financial statements taken as a whole. The accompanying combined and individual fund financial statements listed as supporting schedules in the table of contents are presented for purposes of additional analysis and are not a required part of the combined financial statements and in our opinion, are fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.

In accordance with *Government Auditing Standards*, we have also issued our report dated May 1, 2000 on our consideration of the County's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

Respectfully submitted,

Mason & Rich, P.A.

MASON + RICH PROFESSIONAL ASSOCIATION
Certified Public Accountants

Visit us on the web: www.masonrich.com

COUNTY OF CHESHIRE, NEW HAMPSHIRE
COMBINED BALANCE SHEET
ALL FUND TYPES AND ACCOUNT GROUPS
DECEMBER 31, 1999

	Governmental Fund Types			Proprietary	Fiduciary	Account Groups		Totals (Memorandum Only)
	General	Special Revenue	Capital Projects	Fund Types	Fund Types	General Fixed Assets	Long-Term Debt	
				Enterprise	Trust and Agency			
ASSETS								
Cash	\$2,774,111	\$279,694	\$ -	\$200	\$359,262	\$ -	\$ -	\$3,413,267
Temporary Investments	778,045	-	441,403	-	21,727	-	-	1,241,175
Accounts Receivable	101,574	-	-	1,428,969	8,641	-	-	1,539,184
Due from Other Funds (Note 3)	1,475,832	2,094	523,958	183,333	800	-	-	2,186,017
Due from Other Governments	75,838	-	-	-	-	-	-	75,838
Inventories	-	-	-	76,765	-	-	-	76,765
Prepaid Expenses	14,352	-	-	14,772	-	-	-	29,124
Property, Plant and Equipment (Net of Accumulated Depreciation)	-	-	-	5,081,242	-	12,325,000	-	17,406,242
Amount to be Provided for Sick Pay	-	-	-	-	-	-	10,194	10,194
Amount to be Provided in Future Years for Retirement of Long-Term Debt	-	-	-	-	-	-	4,121,607	4,121,607
TOTAL ASSETS	\$5,219,752	\$281,788	\$965,361	\$6,785,281	\$390,430	\$12,325,000	\$4,131,801	\$30,099,413
								(Continued)

The Accompanying Notes are an Integral Part of This Financial Statement

COUNTY OF CHESHIRE, NEW HAMPSHIRE
COMBINED BALANCE SHEET
ALL FUND TYPES AND ACCOUNT GROUPS
DECEMBER 31, 1999

	Governmental Fund Types			Proprietary	Fiduciary	Account Groups		Totals (Memorandum Only)
	General	Special Revenue	Capital Projects	Fund Types	Fund Types	General Fixed Assets	General Long-Term Debt	
				Enterprise	Trust and Agency			
LIABILITIES AND FUND BALANCE								
Liabilities								
Accounts Payable	\$1,341,591	\$69,764	\$ -	\$198,701	\$542	\$ -	\$ -	\$1,610,598
Accrued Liabilities	185,079	-	-	411,085	-	-	-	596,164
Due to Other Funds (Note 3)	193,712	2,735	234,754	1,693,628	61,188	-	-	2,186,017
Deferred Revenues	29,284	-	-	-	-	-	-	29,284
Accrued Sick Pay	-	-	-	-	-	-	10,194	10,194
Due to Specific Individuals and/or Groups	-	-	-	-	306,973	-	-	306,973
Capital Lease Obligations	-	-	-	-	-	-	26,354	26,354
Bonds/Note Payable (Note 6)	-	-	-	680,292	-	-	4,095,233	4,775,545
Total Liabilities	1,749,666	72,499	234,754	2,983,706	368,703	-	4,131,801	9,541,129
Fund Balances								
Contributed Capital	-	-	-	1,767,144	-	-	-	1,767,144
Investment in General Fixed Assets	-	-	-	-	-	12,325,000	-	12,325,000
Retained Earnings	-	-	-	2,034,431	-	-	-	2,034,431
Fund Balance:								
Reserved for Encumbrances	42,090	-	-	-	-	-	-	42,090
Reserved for Prepaids	14,352	-	-	-	-	-	-	14,352
Unreserved:								
Designated for Specific Capital Projects	-	-	730,607	-	-	-	-	730,607
Designated for Specific Purposes	-	209,289	-	-	21,727	-	-	231,016
Undesignated	3,413,644	-	-	-	-	-	-	3,413,644
Total Fund Balance	3,470,086	209,289	730,607	3,801,575	21,727	12,325,000	-	20,558,284
TOTAL LIABILITIES AND FUND BALANCES				\$5,219,752	\$281,788	\$965,361	\$6,785,281	\$30,099,413

The Accompanying Notes are an Integral Part of This Financial Statement

COUNTY OF CHESHIRE, NEW HAMPSHIRE
 COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
 ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
 FOR THE YEAR ENDED DECEMBER 31, 1999

	Governmental Fund Types			Fiduciary	Totals
	General	Special Revenue	Capital Projects	Expendable Trust	(Memorandum Only)
Revenues					
Taxes	\$8,076,720	\$ -	\$ -	\$ -	\$8,076,720
Intergovernmental	433,700	201,388	-	-	635,088
Charges for Services	1,279,449	27,621	-	-	1,307,070
Interest	207,024	8,957	31,955	2,374	250,310
Other	628,892	2,250	-	45,563	676,705
Total Revenues	10,625,785	240,216	31,955	47,937	10,945,893
Expenditures					
Current:					
General Government	1,566,680	168,373	-	-	1,735,053
Public Safety	2,243,083	-	-	-	2,243,083
Farm	263,877	-	-	-	263,877
Human Services	4,383,636	192,495	-	-	4,576,131
Capital Outlay	271,067	38,919	-	-	309,986
Debt Service	676,544	-	-	-	676,544
Total Expenditures	9,404,887	399,787	-	-	9,804,674
Excess (Deficiency) of Revenues Over Expenditures	1,220,898	(159,571)	31,955	47,937	1,141,219
Other Financing Sources (Uses)					
Operating Transfers In	196,266	166,864	516,677	-	879,807
Operating Transfers (Out)	(1,471,182)	(1,687)	(545,960)	(53,001)	(2,071,830)
Total Other Financing Sources (Uses)	(1,274,916)	165,177	(29,283)	(53,001)	(1,192,023)
Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)	(54,018)	5,606	2,672	(5,064)	(50,804)
Fund Balances, Beginning of Year	3,524,104	203,683	727,935	26,791	4,482,513
Fund Balances, End of Year	\$3,470,086	\$209,289	\$730,607	\$21,727	\$4,431,709

The Accompanying Notes are an Integral Part of This Financial Statement

COUNTY OF CHESHIRE, NEW HAMPSHIRE
 COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
 BUDGET AND ACTUAL - GENERAL AND SPECIAL REVENUE FUND TYPES
 FOR THE YEAR ENDED DECEMBER 31, 1999

	General Fund		Special Revenue Funds		Variance Favorable (Unfavorable)
	Budget	Actual	Budget	Actual	
Revenues					
Taxes	\$8,076,720	\$8,076,720	\$ -	\$ -	\$ -
Intergovernmental	404,375	433,700	-	-	-
Charges for Services	1,213,875	1,279,449	-	-	-
Interest	175,000	207,024	-	478	478
Other	533,513	628,892	-	2,250	2,250
Total Revenues	10,403,483	10,625,785	-	2,728	2,728
Expenditures					
Current:					
General Government	1,612,648	1,566,680	45,968	168,373	(1,087)
House of Corrections	2,222,280	2,243,083	-	-	-
Farm	273,628	263,877	-	-	-
Human Services	4,839,942	4,383,636	456,306	-	-
Capital Outlay	374,512	271,067	103,445	-	-
Debt Retirement	734,716	676,544	58,172	-	-
Total Expenditures	10,057,726	9,404,887	652,839	168,373	(1,087)
Excess (Deficiency) of Revenues Over Expenditures	\$345,757	\$1,220,898	\$875,141	(\$165,645)	\$1,641
			(\$167,286)		(Continued)

The Accompanying Notes are an Integral Part of This Financial Statement

COUNTY OF CHESHIRE, NEW HAMPSHIRE
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL - GENERAL AND SPECIAL REVENUE FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 1999

	General Fund		Variance Favorable (Unfavorable)	Special Revenue Funds		
	Budget	Actual		Budget	Actual	Variance Favorable (Unfavorable)
Other Financing Sources (Uses)						
Operating Transfers In	\$305,726	\$196,266	(\$109,460)	\$167,286	\$166,864	(\$422)
Operating Transfers (Out)	(1,464,925)	(1,471,182)	(6,257)	-	(1,687)	(1,687)
Total Other Financing Sources (Uses)	(1,159,199)	(1,274,916)	(115,717)	167,286	165,177	(2,109)
Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses) (Budgetary Basis) (Note 9)	(813,442)	(54,018)	759,424	-	(468)	(468)
Adjustments:						
Nonbudgeted Special Revenue Funds Not Included In Adopted Budget	-	-	-	-	6,074	6,074
Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses) (GAAP Basis) (Note 9)	(813,442)	(54,018)	759,424	-	5,606	5,606
Fund Balance, Beginning of Year	3,524,104	3,524,104	439,985	203,683	203,683	-
Fund Balance, End of Year	\$2,710,662	\$3,470,086	\$1,199,409	\$203,683	\$209,289	\$5,606

This statement presents comparisons of the legally adopted budget (more fully described in Note 1) with actual data on a budgetary basis. Since accounting principles applied for purposes of developing data on a budgetary basis differ significantly from those used to present financial statements in conformity with generally accepted accounting principles, a reconciliation of resultant basis, timing, perspective and entity differences in the excess (deficiency) of revenues and other sources of financial resources over expenditures and other uses of financial resources for the year is presented.

The Accompanying Notes are an Integral Part of This Financial Statement

COUNTY OF CHESHIRE, NEW HAMPSHIRE
 COMBINED STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN
 RETAINED EARNINGS/FUND BALANCE
 ALL PROPRIETARY FUND TYPES AND SIMILAR TRUST FUNDS
 FOR THE YEAR ENDED DECEMBER 31, 1999

	<u>Proprietary Fund Types</u>
	<u>Enterprise Funds</u>
<u>Operating Revenues</u>	
Charges for Services	\$7,472,965
Miscellaneous	<u>1,319,073</u>
Total Operating Revenues	<u>8,792,038</u>
<u>Operating Expenses</u>	
General Operating Expenses	8,834,240
Depreciation	<u>317,185</u>
Total Operating Expenses	<u>9,151,425</u>
Operating Income (Loss)	<u>(359,387)</u>
<u>Non-Operating Revenues (Expenses)</u>	
Interest	<u>(55,383)</u>
Net Income (Loss) Before Operating Transfers	<u>(414,770)</u>
<u>Operating Transfers In (Out)</u>	
Operating Transfers In	847,699
Operating Transfers (Out)	<u>(330,246)</u>
Total Operating Transfers In (Out)	<u>517,453</u>
Net Income (Loss)	102,683
Retained Earnings, Beginning of Year	<u>1,931,748</u>
Retained Earnings, End of Year	<u>\$2,034,431</u>

The Accompanying Notes are an Integral Part of This Financial Statement

COUNTY OF CHESHIRE, NEW HAMPSHIRE
STATEMENT OF CASH FLOWS
PROPRIETARY FUND TYPES
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS
FOR THE YEAR ENDED DECEMBER 31, 1999

	Proprietary Fund Types Enterprise - Nursing Home
<u>Cash Flows from Operating Activities</u>	
Net Operating Income (Loss), Exhibit D	(\$359,387)
Adjustments to Reconcile Net Operating Income (Loss)	
To Net Cash Provided by Operating Activities:	
Depreciation	317,185
Change in Operating Assets and Liabilities:	
(Increase) Decrease in Operating Assets:	
Accounts Receivable	(74,671)
Inventories	(15,304)
Prepaid Expenses	(14,464)
Due From Other Funds	(143,185)
Increase (Decrease) in Operating Liabilities:	
Accounts Payable	51,406
Accrued Expenses/Other Liabilities	393,978
Total Adjustments	514,945
Net Cash Provided (Used) by Operating Activities	155,558
<u>Cash Flows From Noncapital Financing Activities</u>	
Operating Transfers In from Other Funds	847,699
Operating Transfers (Out) to Other Funds	(330,246)
Net Cash Provided (Used) by Noncapital Financing Activities	517,453
<u>Cash Flows From Capital and Related Financing Activities</u>	
Principal Paid on Bonds	(210,292)
Interest Paid on Bonds	(55,440)
Acquisition of Improvements and Equipment	(407,279)
Net Cash Provided (Used) for Capital and Related Financing Activities	(673,011)
Increase (Decrease) in Cash and Cash Equivalents	-
Cash and Cash Equivalents at Beginning of Year	200
Cash and Cash Equivalents at End of Year	\$200
<u>Noncash Transactions</u>	
Additions to Plant from Contributed Capital	\$1,220,584

The Accompanying Notes are an Integral Part of This Financial Statement

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the County of Cheshire, New Hampshire conform to generally accepted accounting principles as applicable to governmental units. The following is a summary of the more significant policies:

A. Reporting Entity

The accompanying financial statements include the transactions of all funds and account groups of the County of Cheshire, New Hampshire and other governmental organizations over which the County's elected officials exercise oversight responsibility in accordance with the criteria set forth in the National Council on Governmental Accounting (NCGA) Statement No. 3. The funds are established under the authority of the County and their operations as reflected in these financial statements are those under the control of the County. The account groups are those required by financial reporting standards for governmental units.

B. Basis of Presentation

I. Fund Accounting

The accounts of the County are organized on the basis of funds or account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, equities, revenues and expenditures or expenses, as appropriate. The various funds are grouped in the financial statements in this report into five generic fund types and three broad fund categories as follows:

Governmental Funds

- (1) General Fund - The General Fund is the general operating fund of the County. All general tax revenues and other receipts that are not allocated by law or contractual agreement to other funds are accounted for in this fund. From this fund are paid the general operating expenditures, the fixed charges and the capital improvement costs that are not paid through other funds.
- (2) Special Revenue Funds - Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than major capital projects) requiring separate accounting because of legal or regulatory provisions or administrative action.
- (3) Capital Projects Funds - Capital Projects Funds are used to account for financial resources segregated for the acquisition or construction of major capital facilities, other than those financed by special assessment or enterprise operations.

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
(Continued)

Proprietary Funds

- (4) Enterprise Funds - Enterprise Funds (County Nursing Home) are used to account for operations (a) that are financed and operated in a manner similar to business enterprises -- where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

Fiduciary Funds

- (5) Trust and Agency Funds - Fiduciary Funds are used to account for assets held by the County as an agent for individuals, private organizations, other governmental units and/or other funds. Trust and Agency Funds include Expendable Trust and Agency Funds. Expendable Trust Funds are accounted for in essentially the same manner as governmental funds. Agency Funds are custodial in nature (assets equals liabilities) and do not involve measurement of results of operations.

II. Account Groups

The accounting and reporting treatment applied to the fixed assets and long-term liabilities associated with a fund are determined by its measurement focus. All governmental funds are accounted for on a spending or "financial flow" measurement focus. This means that only current assets and current liabilities are generally included on their balance sheets. Their reported fund balance (net current assets) is considered a measure of "available spendable resources". Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of "available spendable resources" during a period.

General Fixed Assets Account Group

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the General Fixed Assets Account Group, rather than in governmental funds. No depreciation has been provided on general fixed assets.

Fixed assets purchased after December 31, 1978 are stated at cost. Fixed assets purchased prior to December 31, 1978 are stated at estimated historical cost. Donated fixed assets are valued at their estimated fair-market value on the date donated.

General Long-Term Debt Account Group

Long-term liabilities expected to be financed from governmental funds are accounted for in the General Long-Term Debt Account Group, not in the Governmental Funds.

The two account groups are not "funds". They are concerned only with the measurement of financial position. They are not involved with measurement of results of operations.

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
(Continued)

Noncurrent portions of long-term receivables due to governmental funds are reported on their balance sheets, in spite of their spending measurement focus. Special reporting treatments are used to indicate, however, they should not be considered "available spendable resources", since they do not represent net current assets. Recognition of governmental fund type revenues represented by noncurrent receivables are deferred until they become current receivables.

Because of their spending measurement focus, expenditure recognition for governmental fund types is limited to exclude amounts represented by noncurrent liabilities. Since they do not affect net current assets, such long-term amounts are not recognized as governmental fund type expenditures of fund liabilities. They are instead reported as liabilities in the General Long-Term Debt Account Group.

All Enterprise Funds are accounted for on a cost of services or "capital maintenance" measurement focus. This means that all assets and all liabilities (whether current or noncurrent) associated with their activity are included on their balance sheets. Their reported fund equity (net total assets) is segregated into contributed capital and retained earnings components. Proprietary Fund type operating statements present increases (revenues) and decreases (expenses) in net total assets.

Depreciation of all exhaustible fixed assets used by proprietary funds is charged as an expense against their operations. Accumulated depreciation is reported on proprietary fund balance sheets. Depreciation has been provided over the estimated useful lives using the straight line method. The estimated useful lives are as follows:

Maplewood Nursing Home Buildings	15-40 Years
Maplewood Nursing Home Equipment	4-25 Years

C. Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

All governmental funds, expendable trust funds and agency funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets.

County tax revenues are recognized in the year for which taxes have been levied to the extent that they become available, i.e., due or receivable within the current fiscal year and collected within the current period or within 60 days of year end.

Licenses and permits, charges for services and other revenues are recorded as revenues when received in cash as they are generally not measurable until actually received. Investment earnings are recorded as earned if they are both measurable and available.

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
(Continued)

In applying the susceptible to accrual concept to intergovernmental revenues (grants, subsidies and shared revenues), the legal and contractual requirements of the numerous individual programs are used as a guidance. There are however, essentially two types of these revenues. In one, monies must be expended on the specific purpose or project before any amounts will be paid to the County; therefore, revenues are recognized based upon the expenditures recorded. In the other, monies are virtually unrestricted as to the purpose of expenditure and nearly irrevocable, i.e., revocable only for failure to comply with prescribed compliance requirements, e.g., equal employment opportunity. These resources are reflected as revenues at the time of receipt or earlier if they meet the criterion of availability.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Exceptions to this general rule include: (1) principal and interest on general long-term debt which is recognized when due; and (2) prepaid expenditures.

All Proprietary Funds are accounted for using the accrual basis of accounting. Their revenues are recognized when they are earned and their expenses are recognized when they are incurred.

D. Budgets and Budgetary Accounting

The County observes the following procedures in establishing the budgetary data reflected in the financial statements:

1. The County Commissioners deliver or mail to each member of the County Convention and to the Chairman of the Board of Selectmen in each town and the Mayor of each city within the County and to the Secretary of State prior to December 1, annually, their operating budget for the ensuing calendar year, together with a statement of actual expenditures and income for at least nine months of the preceding calendar year.
2. Within ten to twenty days after mailing the budget, a public hearing is held on the budget estimates as submitted by the Commissioners.
3. Twenty-eight days must elapse after the mailing of the operating budget before the County Convention may vote on the appropriations for the ensuing budget period.
4. The County Convention must adopt its annual budget no later than March 31.
5. The final form of the County Budget is filed with the Secretary of State's office and the Commissioner of Revenue Administration no later than thirty days after the budget is adopted.
6. The Commissioners are authorized to transfer budget amounts from department to department. However, any revisions that alter the total expenditures of any fund must be approved by the Executive Committee of the delegation.
7. Except for the payment of judgements rendered against the County, expenditures cannot exceed the total appropriations which the County Convention has voted.

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
(Continued)

8. The Commissioners may apply to the County Convention for a supplemental appropriation to be made subsequent to the adoption of the annual County budget. The budget reflected in the financial statements includes one supplemental appropriation approved by the delegation in 1999.
9. Budget appropriations lapse at year end except for any outstanding encumbrances or approved appropriation carryovers.
10. Formal budgetary integration is employed as a management control device during the year for the General Fund, Special Revenue Funds (County Extension Service and Fire Mutual Aid) and the Enterprise Fund (County Nursing Home). The County legally adopts one inclusive budget for the General, Special Revenue and Enterprise Funds.
11. Budgets for Governmental Funds are adopted on a basis consistent with generally accepted accounting principles. Budgets for the Enterprise Funds are adopted on a basis which is not consistent with GAAP. Their budgets are prepared on a spending measurement focus using the modified accrual basis of accounting while the Enterprise Fund is reported on a cost of services measurement focus using the accrual basis of accounting.

E. Deposits and Temporary Investments

Cash and Cash Equivalents

For purposes of the statement of cash flows, all highly liquid investments (including restricted assets) with a maturity of three months or less when purchased are considered to be cash equivalents.

Deposits

Deposits are carried at cost plus interest earned to year end. The carrying amount of deposits is separately displayed on the balance sheet as "Cash and Temporary Investments" (\$4,332,188).

At year end the carrying amount of the County's deposits was \$4,332,188 and the bank balance was \$4,342,941. Of the bank balance \$213,856 was covered by federal depository insurance, \$2,868,100 was collateralized by U.S. Government Notes and \$1,260,985 was uninsured and uncollateralized. The uninsured and uncollateralized deposits were held by the General Fund (\$645,115), Special Revenue Fund (\$256,605) and Agency Funds (\$359,265).

Temporary Investments

Temporary investments consist of certificates of deposit, repurchase agreements and/or investments in the Public Deposit Investment Pool and are reported at cost, which approximates market value.

The County Treasurer is authorized by State statutes and with the approval of the Commissioners to invest excess funds "in obligations of the U.S. Government, in the Public Deposit Investment Pool established in accordance with RSA 383:22-24, in savings bank deposits of banks incorporated under the laws of the State of New Hampshire or in certificates of deposits of banks incorporated under the laws or in the State of New Hampshire or in national banks located within the State or the State of Massachusetts".

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
(Continued)

New Hampshire Public Deposit Investment Pool

The County participates in the New Hampshire Public Deposit Investment Pool established in accordance with N.H. RSA 383:22-24. Total County funds on deposit with the Pool at year end were \$363,177 and are reported as temporary investments on the General Fund (\$341,390) and Trust Funds (\$21,727). Based on GASB Statement No. 3, investments with the Pool are considered to be unclassified. At this time, the Pool's investments are limited to "short-term U.S. Treasury and U.S. Government Agency obligations, State of New Hampshire and New Hampshire municipal obligations, certificates of deposit from A1/P1-rated banks, money market mutual funds (maximum of 20% of portfolio), overnight to 30-day repurchase agreements (no limit, but collateral level at 102% in U.S. Treasury and Government Agency instruments delivered to the Custodian of the Pool) and reverse overnight repurchase agreements with primary dealers or dealer banks."

Cash Overdraft

The County's General Fund checking account operates as a sweep account i.e. amounts in excess of the minimum balance are automatically invested in overnight repurchase agreements. Overdrafts at year end are covered by maturing repurchase agreements.

F. Inventories

Inventories of the Enterprise Funds (County Nursing Home) consist of materials and supplies and are recorded at the lower of cost (first-in, first-out basis) or market.

G. Prepaid Expenses

Prepaid expenses of the General Fund are for prepaid insurance and bond payments. Reported prepaid expenses are equally offset by a fund balance reserve account (reserve for prepaid expenses) as they do not represent "available spendable resources" even though they are a component of net current assets.

H. Interfund Receivables

Interfund loans receivable (reported in the "due from" asset accounts) are considered available spendable resources.

I. Accumulated Unpaid Vacation and Sick Pay

Statement 4 of the NCGA requires that the current portion of vacation liabilities be reported on the governmental fund balance sheets. The County's accrued accumulated vacation in the General Fund was \$97,007.

At the Nursing Home, vacation may be accrued to one and one-half times the employee's maximum. Any vacation accrued beyond this amount will be forfeited.

At the Nursing Home (Enterprise Fund), employees are allowed to take a given holiday on or after the holiday. Annual accrued holiday time must be taken within sixty days of the new calendar year. Consequently, the Nursing Home accrues accumulated unpaid vacation pay and recognizes the expense in the period the pay is earned. The accumulated accrual at year end was \$187,134.

Sick leave accumulates at the rate of up to ten days per year and may be accumulated to a maximum of sixty days.

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
(Continued)

Under the current sick leave policy, upon accumulation of sixty days sick leave, all sick leave days over sixty days are paid to the employee at the end of the year, at the rate of one-half day per day accumulated. Employees may not carry over such compensation to subsequent years nor are they eligible to be paid for any unused sick leave time should they terminate their employment. However, when the current sick leave policy was adopted in 1982, accumulated sick leave to that time vested from those employees who were hired prior to 1978.

J. Accrued Liabilities

Accrued liabilities of the Enterprise Fund (County Nursing Home) are comprised of the following:

Accrued Payroll and Related Items	\$216,491
Accrued Vacation and Holiday Leave	187,134
Accrued Interest	<u>7,460</u>
Total Accrued Expenses	<u>\$411,085</u>

K. Total Columns (Memorandum Only) on Combined Statements

Total columns on the combined statements are captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations or change in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

NOTE 2 - PENSION FUND

Plan Description - Substantially all County employees participate in the State of New Hampshire Retirement System (the System), a cost-sharing multiple-employer defined benefit public employee retirement system (PERS). All County full-time employees must participate in the System. The System is divided into two employee groups: Group I which includes all employees except fire fighters and police officers and Group II which is for fire fighters and police officers (Sheriff's Department and Correctional Officers). The New Hampshire Retirement System issues annually a publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the New Hampshire Retirement System, 4 Chenell Drive, Concord, New Hampshire.

Group I employees who retire at or after age 60 are entitled to retirement benefits equal to 1.667% of the average of their three highest paid years of compensation, multiplied by their years of service. Earlier retirement allowances at reduced rates are available after age 50 and 10 years of service. Benefits fully vest upon reaching 20 years of service or attaining age 60.

Group II employees who attain age 45 with 20 years or more of service or after reaching age 65 as contributing members are entitled to retirement benefits equal to 2.5% of the average of their three highest paid years of service, multiplied by their years of service, not to exceed 40. Benefits vest ratably beginning after 10 years of service.

The System also provides death and disability benefits. Cost-of-living increases have been periodically granted to retirees by the State Legislature.

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
(Continued)

Funding Policy - The System is funded by contributions from both the employees and employers. Group I Employees are required by State statute to contribute 5.0 percent of gross earnings up to the Social Security taxable wage limit. Amounts in excess of the limit are at 9.2 percent. Group II employees are required to contribute 9.3 percent of their gross earnings. The employer must, under the same statute, contribute monthly at an actuarially determined rate. The current rate is 2.8% to 3.45% of covered payroll. The contribution requirement for the year was \$563,133, which consisted of \$239,761 from the County and \$323,372 from employees. The County's contributions to the System for the years ended December 31, 1998 and 1997 were \$219,721 and \$180,125 respectively, which were equal to the amount required under State statute to be contributed for each year.

NOTE 3 - INDIVIDUAL FUND INTERFUND RECEIVABLES AND PAYABLES

The balances at year end were:

	<u>Interfund Receivables</u>	<u>Interfund Payables</u>
General Fund	\$ 1,475,832	\$ 193,712
Special Revenue Funds:		
County Extension Service	-	2,735
Deeds Surcharge Fund	<u>2,094</u>	<u>-</u>
Total Special Revenue	<u>2,094</u>	<u>2,735</u>
Capital Projects Funds:		
Courthouse Capital Reserve	5,000	100
Jail Capital Reserve	25,000	16,018
Nursing Home Capital Reserve	330,245	183,333
Farm Building Capital Reserve	12,724	-
Farm Equipment Capital Reserve	10,000	8,044
Finance Computer Capital Reserve	64,184	26,578
Administrative Building Capital	-	681
Tank Replacement Capital Reserve	12,851	-
Youth Profile Capital Reserve	<u>63,954</u>	<u>-</u>
Total Capital Projects	<u>523,958</u>	<u>234,754</u>
Enterprise Fund:		
Nursing Home	<u>183,333</u>	<u>1,693,628</u>
Agency Funds:		
Sheriff's Escrow and Fees	-	4,975
Register of Deeds	-	45,263
Nursing Home Patients' Funds	<u>800</u>	<u>10,950</u>
Total	<u>\$ 2,186,017</u>	<u>\$2,186,017</u>

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
(Continued)

NOTE 4 - DUE FROM/TO OTHER GOVERNMENTS

Amounts Due From/To Other Governments Include:

<u>Due From Other Governments</u>	
General Fund:	\$ 53,890
State of New Hampshire - Various Grants	
Department of Justice - COPS Grant	<u>21,948</u>
Total	<u>\$ 75,838</u>

NOTE 5 - FIXED ASSETS

Changes in General Fixed Assets:

	<u>Beginning of Year</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance End of Year</u>
<u>Cost or Estimated Value</u>				
Building and Land				
General Government and Jail	\$ 8,319,559	\$ 1,558,351	\$ -	\$ 9,877,910
Farm	1,083,356	8,044	-	1,091,400
Equipment:				
General Government and Jail	951,354	145,779	-	1,097,133
Farm	218,819	8,245		227,064
County Attorney	<u>31,493</u>	<u>-</u>	<u>-</u>	<u>31,493</u>
Total	<u>\$10,604,581</u>	<u>\$ 1,720,419</u>	<u>\$ -</u>	<u>\$12,325,000</u>

Property, Plant and Equipment - (Enterprise Fund) depreciable assets at year end are summarized as follows:

<u>Description</u>	<u>Cost</u>	<u>Accumulated Depreciation</u>	<u>Depreciated Value</u>
Land and Improvements	\$ 75,211	\$ -	\$ 75,211
Water System	753,597	(227,772)	525,825
Wastewater System	364,342	(58,625)	305,717
Building and Improvements	6,091,754	(2,544,853)	3,546,901
Equipment	<u>1,202,375</u>	<u>(574,787)</u>	<u>627,588</u>
Total	<u>\$ 8,487,279</u>	<u>\$ (3,406,037)</u>	<u>\$ 5,081,242</u>

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
(Continued)

NOTE 6 - LONG-TERM DEBT

The following is a summary of the long-term debt transactions of the County for the year:

Payable at Beginning of Year	\$5,336,495
Proceeds of Capital Lease	40,698
Bonds Retired	(555,545)
Payments on Capital Lease	(19,749)
Net Change in Accrued Sick Leave	<u>10,194</u>
Payable at End of Year	<u>\$4,812,093</u>

Long-term debt payable is comprised of the following issues:

General Long-Term Debt Account Group:

\$4,400,000 - 1997 Assisted Living/Nursing Home Improvements, Due in Annual Installments of \$325,000 to \$310,000, August 1999 to 2012; Interest at 4.50% to 5.10%	\$4,075,000
\$100,681 - 1996 Waste Water Upgrade Bonds, Due in Annual Installments of \$20,253 Through September 2000; Interest at 1.45%	<u>20,253</u>
Total General Long-Term Debt Account Group	<u>4,095,253</u>

Nursing Home Bonds and Notes Payable:

\$302,042 - 1996 Waste Water Upgrade Bonds, Due in Annual Installments of \$60,292 Through September 2000; Interest at 1.45%	60,292
\$4,223,000 - 1975 Nursing Home Bonds, Due in Annual Installments of \$150,000 to \$100,000 Through November 2005; Interest at 7.20%.	<u>620,000</u>
Total Nursing Home	<u>680,292</u>
Total Bonds and Note Payable	<u>\$4,775,545</u>

The annual requirements to amortize all debt outstanding are as follows:

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2000	\$ 525,545	\$ 240,061	\$ 765,606
2001	425,000	215,630	640,630
2002	425,000	193,480	618,480
2003	410,000	171,330	581,330
2004	<u>410,000</u>	<u>149,560</u>	<u>559,560</u>
Subtotal	2,195,545	970,061	3,165,606
Thereafter	<u>2,580,000</u>	<u>558,070</u>	<u>3,138,070</u>
Total	<u>\$4,775,545</u>	<u>\$1,528,131</u>	<u>\$6,303,676</u>

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
(Continued)

NOTE 7 - RESERVES AND DESIGNATIONS OF FUND EQUITY

The County has set up "reserves" of fund equity to segregate fund balances which are not available for expenditure in the future or which are legally set aside for a specific future use. Fund "Designations" have also been established to indicate tentative plans for future financial utilization.

Reserved for Encumbrances - Encumbrances of fund balances of the General Fund are carried forward to the subsequent fiscal year. Encumbrances outstanding at year end are reported as reservations of fund balances since they do not yet constitute expenditures or liabilities.

The amount represents appropriation carryovers as follows:

General Fund:

Sheriff's Department	\$ 2,062
Computers	2,805
Human Services	20,900
Personnel	159
Capitol Outlay	2,749
General Government	195
Legal	65
House of Corrections	2,452
Juvenile Conference Committee	4,675
Operating Transfers Out to Nursing Home	<u>6,028</u>
Total General Fund	<u>\$ 42,090</u>

Designated for Specific Capital Projects - Designated for specific future capital outlay requirements as follows:

Capital Reserves:

Courthouse	\$ 15,185
Jail	65,877
Nursing Home	332,261
Farm Building	17,730
Farm Equipment	14,796
Waste Water Treatment	25,695
Finance - Computer	66,721
Administration Building	39,855
Legal	26,650
Tank Replacement	61,883
Youth Placement	<u>63,954</u>
Total	<u>\$ 730,607</u>

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
(Continued)

Designated for Specific Purposes - Designated for future expenditures of that fund as follows:

Special Revenues:	
County Extension Service	\$ 5,000
Juvenile Incentive Fund	186,841
Deeds Surcharge Fund	<u>17,448</u>
Total Special Revenue	209,289
Trust Funds:	
Heman Chase Expendable Trust	679
Wellington Trust Fund	<u>21,048</u>
Total	<u>\$231,016</u>

NOTE 8 - CONTINGENCIES

The County participated in a federally-assisted contract for services with the Department of Health and Human Services, Medicaid (Title XIX) through the New Hampshire Department of Health and Human Services, a loan/grant program through the Department of Environmental Services and grants through the New Hampshire Attorney General's office. The contract and the loan/grants are subject to compliance audits by the contractors or grant agencies or their representatives.

The audits of the contract and loan/grant programs for or including the year ended December 31, 1999 have not yet been reviewed by the contractor or grant agencies. Accordingly, the County's compliance with applicable contract requirements will be established at some future date after the contractor's review. The amount if any, of expenditures which may be disallowed by the contracting agencies cannot be determined at this time, although the County expects such amounts if any, to be immaterial.

NOTE 9 - BUDGETED DECREASE IN FUND BALANCE-GENERAL FUND

The \$813,442 budgeted decrease in fund balance shown on Exhibit C represents fund balance \$750,000 budgeted by the County to reduce the tax rate and \$63,442 of prior year encumbrances approved by the County Commissioners.

NOTE 10 - LITIGATION

Several suits are pending against the County in connection with various incidents. No provision has been made for the potential loss, if any, in these financial statements. Losses this high are deemed unlikely by County management and management intends to vigorously defend these actions.

NOTE 11 - RISK MANAGEMENT

The County is exposed to various risks of loss related to torts; thefts of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The County, along with numerous other municipalities in the State, is a member of three public entity risk pools in the State currently operating as a common risk management and insurance program for which all political subdivisions in the State of New Hampshire are eligible to participate. The pools provide coverage for workers' compensation, unemployment and property liability insurance. The County pays annual premiums to the pools for its various insurance coverage.

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
(Continued)

NOTE 12 - RESTATEMENT OF BEGINNING FUND BALANCE

Beginning General Fund fund balance has been restated as follows:

Fund Balance, As Previously Reported	\$3,410,321
Correction of Interfunds - Capital Projects	147,052
Correction of Beginning Human Services Payable	<u>(32,233)</u>
Fund Balance, as Restated	<u>\$3,525,140</u>

Beginning Capital Projects Fund fund balance has been restated as follows:

Fund Balance, As Previously Reported	\$ 874,987
Correction of Interfunds:	
Courthouse Capital Reserves	(28,469)
Jail Capital Reserves	(13,160)
Nursing Home Capital Reserves	(79,261)
Farm Building Capital Reserves	(7,800)
Finance Computer Capital Reserves	<u>(18,362)</u>
Fund Balance, as Restated	<u>\$ 727,935</u>

Beginning Enterprise Fund retained earnings has been restated as follows:

Retained Earnings, As Previously Reported	\$1,929,155
Correction of Beginning Receivables - Room and Board	10,033
Correction of Accumulated Amortization	(1,353)
Correction of Accrued Interest	(80,200)
Correction of Beginning Receivables - ARNP	<u>74,113</u>
Retained Earnings as Restated	<u>\$1,931,748</u>

Note 13 - FIRE MUTUAL AID

The Fire Mutual Aid Fund should be reported as a Special Revenue Fund in these financial statements. However, based on audit findings during the 1998 audit, it was decided that Fire Mutual Aid would hire their own auditors to perform their audit and prepare financial statements for the period ending December 31, 1999. These financial statements are available at Southwestern NH Fire Mutual Aid, 32 Vernon Street, Keene, NH 03431.

Minutes

Meetings And Public Hearings Of

The Cheshire County Delegation And

The Cheshire County Delegation Executive Committee

Conducted In 1999 Presented In Chronological Order Of Business

MINUTES
Executive Committee Review
of 1999 Commissioners' Proposed Budget
Monday, January 4, 1999
Administration Building - Keene, NH

PRESENT: Representatives Avery, Doucette, Lynch, Lynott, Meader, Irene Pratt, Roberts and Russell, Commissioners Daschbach, Davis and Martin, Finance Director Knowlton and Finance Accountant Trombly.

9:00 - UNH COOPERATIVE EXTENSION:

Lauren Bressett from UNH Cooperative Extension was present to speak on behalf of the Extension Services 1999 Budget.

Representative Avery asked for information pertaining to any changes being presented in this year's budget.

Line .29 - Outside Services includes \$2,500.00 for the computer relay project. This project allows for the Cooperative Extension Service to be hooked up with E-Mail to the University of New Hampshire system.

Line 38 - Postage - Postage has increased due to postage rate increase January 11, 1999. Rep. Avery asked why postage is increasing if they will be using E-Mail? MS. Bressett responded E-Mail will not eliminate the amount of bulk mailings to all customers of the Extension Service.

Line .68 - Telephone - Telephone has increased so as to get another outgoing line.

Line .86 - Rent - Rent has increased by 3%

Line .97 Equip. Purchases - Increase is for the purchase of 2 new computers. With some computers failing the testing for Y2K compliance and some employees still sharing computers, these 2 new computers are greatly needed.

Rep. Russell asked is Coop Ext. is asking the County to pay for the computers or is UNH system paying? Ms. Bressett responded, County.

Farm Project Line - There is no money being requested for this line in 1999. Also noted was that the funds in 1998 were not needed as alternative grant funds were sought and received to pay for the project.

Rep. Avery asked if the Coop Extension Service returned the \$5,000.00 for the Farm Project. Ms. Bressett responded by saying that she believed that they never received the funds. This was handled by decreasing a particular months appropriation by that amount. This information was confirmed following the meeting by the Finance Department. December, 1998's appropriation was decreased by \$5,000.00, due to unneeded funds for the Farm Project.

Rep. Avery questioned if the Commissioners made any changes to their original requested budget? Ms. Bressett and Commissioners responded, No.

The Executive Committee had no further questions.

9:30 a.m. - HOUSE OF CORRECTIONS:

Superintendent Van Wickler was present to review the 1999 HOC budget requests.

Rep. Avery asked for information pertaining to any changes being presented in this year's budget?

Line 4230.50 - Meals - Inmate meals is the primary increase in bottom line of this budget. Census has grown and calculations are based on the census, actual meal costs have not increased.

Line 4230.29 - Outside Services - This includes \$30,000.00 for a Feasibility Study for possible expansion of the HOC, will be talking at the up-coming symposium about possible alternatives to expansion. At this point, 10 beds are allocated for Federal inmates. Nation wide contracting of beds is a primary issue.

Rep. Russell noted that he feels that we should not be taking Federal prisoners and this will free up space.

Superintendent Van Wickler responded that \$100,000 (+) revenues would be passed up by not housing Federal Inmates. By taking Federal prisoners, other costs such as Medical bills and prescriptions are paid for.

Rep. Roberts asked for confirmation that Gross Revenues are approximately \$100,000 for Federal Inmates. Superintendent Van Wickler responded, Yes.

Commissioner Martin noted that in the Personnel Lines an additional FTE for a Correctional Officer has been added. Also transferred to the HOC are FTE's from the Nursing Budget. 1 RN and 1.5 LPN FTE's have been transferred to the HOC Budget from MNH Budget.

Rep. Pratt asked why the Program Director requested in **Line .02.01**, was not approved by the Commissioners? Superintendent Van Wickler responded that he brought the potential of creating this position because programs for inmates have not been receiving attention they need. At this time he has an alternative that he would like to present to the Executive Committee.

Line .4230.03.06 - Add \$1,100.00 to Promote a Correctional Officer to Sergeant - This position would oversee the \$2,000.00 requested for inmate education and oversee programs for inmates. Although this would not add additional staffing - it would take an Active Correctional Officer off the floor and direct attention to programs primarily. This would be a benefit because these programs would help to eliminate crisis. Hopefully replacement of the lost Correctional Officer would not be needed if this is successful.

Rep. Avery asked why Sup. VanWickler can't just use a Correctional Officer in this capacity? Superintendent Van Wickler responded that he feels someone with greater authority needs to be in this position.

Executive Committee is taking request under advisement.

Rep. Lynch asked why most of the grades at the HOC went up? Commissioner Martin responded that this was the result of an ongoing study of the County Grade Scale. This started in the 1998 budget and a few more changes were needed in the 1999 budget.

Rep. Lynch asked for confirmation that the \$1,100.00 would increase **Line 4230.03.06**. An additional FTE would be added to COIII's but COII's would decrease by 1 FTE.

Superintendent Van Wickler's last concern was regarding Computer software. The current software is not Y2K compatible and will crash. A company was hired in 1998 to create a program and at one point did show a demo, this is as far as it has gone. It has now become too late and the HOC needs to move on. There is approximately \$6,000.00 that will be rolled over from the 1998 budget for the purpose of new software but it is being found that this will

not be enough, upwards of \$20,000.00 will be needed, but nothing accurate is available as of yet.

Rep. Avery requested to reschedule Superintendent Van Wickler to come back on February 8, 1999, with an accurate figure on software.

Representative Lynch asked if the funds would come from Capital Reserves?

Commissioner Martin responded that Capital Reserves are getting low and even if they are to be used, they would need to be funded first; because of this, any added money would impact taxes to be raised in the 1999 budget.

Rep. Lynott asked if the State had anyone to turn to? Sup. Van Wickler responded that yes, the State has gone with EPIC and this is a \$62,000 software. He does not feel that he can justify going after something that big as he has already seen that others using this software do not even use 10% of its capacity.

Rep. Lynott suggested that this could be a project for the University System?

Rep. Avery asked if there was staff that could help with this software?

Sup. Van Wickler responded that this is too big of a project and did not feel this would be a fair situation for a County employee.

The Executive Committee had no further questions.

10:00 - REGISTRY OF DEEDS:

Evelyn Hubal, Register of Deeds, was present to review the 1999 budget requests.

Rep. Avery asked for information pertaining to any changes being presented to this year's budget?

Line .29 - Outside Services - This Line has increased because of an increase in copies. \$8,000.00 is included to convert microfilming to CD's. An additional \$1,080.00, is included to move film off site to Iron Mountain Storage Company, the Registry found that it can no longer keep film in the Fire Proof Vault, heat is still a factor.

Line 36.35 - Rep. Avery asked for an updated figure on the photocopy paper line as it looks as if Deeds will not hit their 1998 budget. Concern was that we were over budgeting. Finance Director Knowlton provided him with 12 month figures.

Commissioner Martin noted that the Commissioners already decreased the proposed department request for this line.

Line .39 - Printing - This line includes \$2,500 for the restoration of books.

Rep. Avery questioned why this line is approximately \$3,000 over budget at 9 months?

Register Hubal responded that this is because of on going restoration. Also some coding errors will be adjusted on this Line.

Rep. Pratt questioned what an Automatic Book and Pager was? Register Hubal responded that it stamps the books as they come in.

Rep. Lynott asked if the Deeds Revenues are always higher than her operating budget?

Register Hubal responded, yes, always. Register Hubal has been asked by the Commissioners to increase 1999 Revenues to \$422,000.00. 1998 Revenues are projected to come in at \$440,000.00.

Representative Doucette inquired as to where the Deeds Fees go? Register Hubal responded that they initially go into a checking account and on a monthly basis a check is written over to the County in which the funds are deposited into the County's General Fund.

Discussion followed on the **Deeds Surcharge Equipment Account**.

A list of items that are being requested for purchase in 1999 was handed out to the Executive Committee, this total request is for \$34,800.00.

Rep. Lynott inquired on the balance of this account. Register Hubal responded approximately \$23,000.00.

Rep. Avery asked what the balance of this account would be after making the purchases? Register Hubal responded that at the end of 1999, the balance should still be around \$23,000.00.

A request was made by Register Hubal for permission to Expend \$35,800.00 from the Deeds Surcharge account on the proposed listed items.

Rep. Avery proposed to give approval to the Registry of Deeds to expend \$35,800.00, from the Registry of Deeds Surcharge Account.

Rep. Lynott made a motion to approve the Registry of Deeds to expend \$35,800.00, from the Registry of Deeds Surcharge Account for the proposed listed items, seconded by Rep. Roberts, voted unanimously.

Commissioner Martin added that an additional .50 FTE was added to the Personnel Lines. 1 FTE was moved to the position of Deputy Register of Deeds. Also, all clerks were increased from 35 hours per week to 37.5 hours per week.

The Executive Committee had no further questions.

10:30 - COUNTY ATTORNEY & VICTIM WITNESS :

County Attorney Edward Burke and Lyndi Horn, Victim Witness Coordinator were present to review the 1999 budget requests.

Rep. Avery asked for information pertaining to any changes being presented in this year's budget.

County Attorney Burke informed the Executive Committee that he was quite comfortable with his operating budget requests for 1999 and that most of his requests were down.

Line .29 - Outside Services - This Line has decreased due to the elimination of funds needed for an Investigator. Attorney Burke also noted that the new Sheriff, Richard Foote, feels that he can help out with investigating from his current staffing.

Line .39 - Printing, Books - This Line includes money to purchase research books on CD ROM. Attorney Burke feels this would be very beneficial and eventually would help to have less paper.

Primary issue for the 1999 County Attorney' budget is the request for an additional Attorney. History has shown that the case load has almost doubled since 1988. In 1988, is when staffing went from 2 attorneys to 3. Not only has the case load more than doubled but there is more paperwork and the job is more challenging than in the past. Not only is Attorney Burke having to attend a lot more meetings that did not exist in the past, he is also assisting more with other County Departments than the previous County Attorneys.

County Attorney Burke has put in a request to use the space previously occupied by the Diversion Program.

Attorney Burke noted the possibility of available VAWA grant funds. If available, a portion of the new Attorney's responsibilities would need to be toward Domestic Violence.

Rep. Avery asked what the increase in case load has been from 1996-97? Attorney Burke noted that it was up approximately 5 - 10%.

Rep. Doucette asked if this proposed budget already included funds for the new attorney? Attorney Burke responded, yes.

Rep. Roberts asked if this position would help towns for prosecuting? Attorney Burke responded the basic need is in the District Court but that would only be part of the duties of the position.

Rep. Lynch asked about the additional clerical help needed with the addition of another Attorney? Attorney Burke responded by noting that the current Legal Secretary Staffing does not work 40 hours per week and would be willing to work additional hours. Attorney Burke feels that people are more computer literate and find that some attorneys do quite a bit of their clerical work on their own. Also the Victim Witness Coordinator helps in assisting the attorneys.

Rep. Doucette noted that Peterborough and Jaffrey recently hired a prosecutor. Rep. Doucette asked Attorney Burke how this effected his department? Attorney Burke responded they get great case presentation out of Jaffrey and they get along fine, but there is always the potential problem that this is not a County employee. This new position would be a County employee and control would be under the direction of the County.

Rep. Lynott asked if the Benefit Lines have been increased to take into account the new position? Attorney Burke responded, yes.

Attorney Burke noted that he is currently working Superintendent Van Wickler to try and take more advantage of the Electronic Monitoring system. They are also trying to come up with an alternative to the loss of the Diversion Program.

Victim Witness Budget - The Victim Witness budget for 1999 has only increased in the area of Payroll, other than that, all other Lines have either stayed level funded or have gone down. Attorney Burke noted that the State provides grant funds in the amount of \$30,000.00 to offset expenses on this program.

Rep. Avery asked how many cases the Victim Witness Coordinator had been involved in over the past year? Ms. Horn responded that although she did not have past year case history available, she did know she has been involved in over 290 cases during the past 2 years.

Ms. Horn noted that this position is now responsible for assisting in Death Notifications in the County.

Rep. Irene Pratt commends the fact that the Victim Witness Coordinator visits with the victims in their own homes.

Rep. Doucette asked when Ms. Horn is called in on a scene if this request comes from other law enforcement agencies or the Attorney's office? Attorney Burke responded that only the attorneys in the County Attorney's office can request her to assist.

The Executive Committee had no further questions.

11:00 a.m. - SHERIFF:

Present was Sheriff elect Richard Foote, to review the 1999 budget request.

Rep. Avery asked for information pertaining to any changes being presented in this year's budget?

Sheriff elect Foote did not prepare the budget set forth, he could only comment on issues that he foresees.

HB204 adds transporting from the County jail to Jaffrey and guarding the inmate while there, approximately 3 times a week effective January 1, 1999. This item will be an added expense that has not been planned for.

Rep. Lynch noted her concern about the tracking of HB204 and if the original bill will be rectified. When the original bill was found unconstitutional, the intention was never to pass a bill that would include an unfunded mandate.

Sheriff elect Foote presented adding \$15,600.00 to Line 4211.04.00 - Payroll, Bailiffs, to cover 3 days at Jaffrey District Court.

The Executive Committee has taken this under advisement but would like Sheriff elect Foote to be available to come back on February 1, 1999, confirmed calculations of benefits to be available at this time.

Rep. Lynch noted that she was very concerned at the last meeting held in the evening that Maintenance Personnel were the people providing security. Rep. Lynch would like to have actual Security Personnel during these evening meetings. Sheriff elect Foot will look into this request.

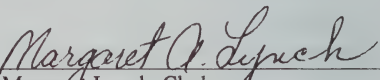
Line 4211.29 - Outside Services - Sheriff elect Foote noted his concern of the elimination of the SPOTS annual fee. Finance Director Knowlton informed him that the fee is budgeted but is now located in the Computer Maintenance budget.

Sheriff elect Foote also noted his concern about the 4 cars at the Sheriff's Department. These 4 cars have almost 100,000 miles each and no plans have been made to do anything with these cars in 1999.

Rep. Avery suggested that the Sheriff get together with the Commissioners with the possibility of more money needed for vehicles. Rep. Avery requested that additional information be brought back on February 1, 1999.

The meeting suspended to resume on January 11, 1999 at 9:00 a.m.

Respectfully submitted,


Margaret Lynch, Clerk
Cheshire County Executive Committee

MINUTES
Executive Committee Review
of 1999 Commissioners Proposed Budget
Monday January 11, 1999
Administration Building - Keene, NH

PRESENT: Reps. Avery, Doucette, Hunt, Lynch, Lynott, Meader, Mitchell, Irene A. Pratt, John Pratt, Roberts and Russell, Commissioners Daschbach, Davis and Martin, County Administrator Wozmak, Finance Director Knowlton and Finance Accountant Trombly.

Rep. Avery opened the meeting at 9:00 a.m.

9:00 - KEENE SENIOR CENTER:

Executive Director Ms. Sheri Harden, was present to present the 1999 Budget request. Ms. Harden informed the Commissioners and Reps. that the center serves over 1,000 members in the Monadnock Region; they try to contact those who are rural isolated residents.

Rep. Avery asked the Commissioners to comment on the decrease of the original request from \$8,000.00 to \$5,000.00. Commissioner Martin felt that this was a worthwhile program and that some funds should be directed to this program. Commissioner Martin said they felt it important to devote small sum of moneys to help impact tax payers by helping keep people out of nursing homes. Rep. Lynch ask how much money the center received from United Way. Ms. Harden said \$42,500.00 (an increase), City of Keene \$7,500.00 last year. Rep. Pratt asked if transportation allowed the senior to go to the programs? Ms. Harden said that Winchester has transportation that connects to Keene City Express. Rep. Pratt asked about Jaffrey/Rindge area? Jaffrey and Rindge transportation is taken care of by Red Cross volunteers. Rep. Avery asked if the request was earmarked for something specific. Ms. Harden said it was earmarked for a director that would allow for more outreach and other programs.

9:15 - HOME HEALTHCARE HOSPICE AND COMMUNITY SERVICES:

President and CEO Virginia Vidavar, and Anita Coll, Director of Community Services presented the 1999 budget requests. Home Healthcare and Community Services have a range of services including Senior Meals, City Express and Castle Center. Homemaker and Outreach programs are the programs they are requesting the Commissioners to fund. The Outreach Program serviced 363 individuals last year; this program allows people to stay independent at home. Participants can apply for medical assistance, fuel assistance, housing assistance and Lifeline services. The Homemaker program services 1,014 individuals for 13,847 hours on housekeeping, laundry, shopping, running errands, and reading mail. Rep. Avery asked if there was a sharp increase of individuals applying for assistance, or if the numbers are staying the same? Ms. Coll said there is a light decrease in the Outreach program due to a position being open. Rep. Hunt asked how much overlap with individuals with Outreach and Homemaking? Ms. Coll said she did not have numbers available. Ms. Vidavar said that with a total of 3,000 individuals, there will always be some overlap.

9:30 - WOMEN'S' CRISIS SERVICE:

Director Elizabeth Sayre presented the 1999 budget request. The Women's Crisis has been in the Monadnock Region for 21 years and gives both men women assistance. For the first three-quarters of 1998, statistics showed a 20% increase. There was a 400% increase by relocating the satellite office to Jaffrey. The Service has 4 support groups and support lines are open from 4:30 a.m. to 8:30 p.m., staffed by two volunteers. They receive State and Federal funds, Monadnock United Way and do their own grant writing. Rep. Doucette asked if they served Hillsborough county also? Ms. Sayre said yes. They also receive funds from the Hillsboro DCYF program. Rep. Avery asked what % of clients are from Cheshire county? Ms. Sayre said 70%. Rep. Doucette asked how they contact clients? Ms. Sayre said a little bit of everything. They receive clients through Help Line, police, social service providers, Human Resource people and some just show up. We also receive referrals from hospitals and the courts. Rep. Avery asked how many staff people? Ms. Sayre said 6 full time staff and volunteers. Rep. Irene A. Pratt said that expenses for 1999 shows \$4,000.00 for assistance to individuals, does this include emergency shelter? Ms. Sayre said yes, \$2,300.00 spent in the past from a \$5,00000 from a VOCA Grant, and some was for emergency housing and for emergency transportation.

9:45 - MONADNOCK REGIONAL SUBSTANCE ABUSE:

Mario Cossa and Ms. Sharon Mangan were present to review their 1999 budget request. They are a program of Monadnock Family Services and provide outservice substance abuse, they have received funding since 1987. Total clients were 562, 120 of the clients were from surrounding towns, average age 30-39 years old, more males than females. They are in the process of hiring another therapist; they have received an invitation from Keene High School for a therapist two or three times a week. A Task Force was put together to try to cut down costs; this included the hospital, Marathon House, Corrections and Police Department. Acting Out Program is in its 10th year of service. The program provides direct service to youths in groups using expressive arts; they do performances and workshops in the area. The program began with funds from Healthcare transition funds. Pregnant teens work with schools to create programs to help prevent teen pregnancies. Rep. Avery asked if the general client base increased/decreased from 1998 to 1999? Acting Out has stayed pretty level and we can only take a few from each town. The Monadnock Sub. Abuse has increased approximately 20% (all ages, all towns), a combination of substance abuse is rising and this program is reaching out more. Rep. John Pratt asked about programs that extend to the Fall Mountain High School? The answer was that Acting Out not only works in Cheshire County but other counties too. Rep. Avery asked if alcohol or marijuana was the main problem? Ms. Mangan said alcohol seem to be the problem, approximately 80%. Rep. John Pratt said the data sheet showed a great variation between school year and the summer months, he asked what they used for summer months. Mario Cossa said summer camps, Keene Day Care and Keene Recreation. Rep. Hunt noted that there were no participants in the Jaffrey/Rindge area. Rep. Hunt's concern was that small towns without youth programs available tend to be the areas with problems; he thought they should get involved with the small towns. Mario Cossa said they are starting a program in the Jaffrey/Rindge area and that they have tried to get into Winchester. Rep. John Pratt asked if the Acting Out budget was within the M.R.S.A. budget? Rep. Avery said yes.

10:00 - CONSERVATION DISTRICT:

Present for the budget presentation were Linda Van Alstyne, Chairman Jeff Porter, Supervisor and Treasurer Russ Caulkins and Heidi Smith. They presented a Work Plan for the calendar year 1999. Rep. Avery asked how they interact with other conservation agencies? Chairman Porter said they cooperate with other conservation services with cost sharing funds from USDA. Disbursements are part of a long term project, not just a one time funding. Rep. Hunt asked about the Shoreline protection. Chairman Smith said they have information for customers.

10:15 KEENE COMMUNITY KITCHEN:

Mindy Cambiar was present to review the budget. She was asked if she had year end numbers, mentioned not available because the computer crashed. Rep. Avery asked if the accounts have increased or stayed the same. Mindy answered she believes that meals for the 1999 year would be approximately the same as last year. The budget is highest in winter months due to more participants, heat bills and etc.; the money has to go to the bills rather than the food. In the 1999 Budget, the Kitchen would like to ask for a monetary donation since they have received their last American Express Grant \$13,000.00 check and they have to make up the difference from other sources. The Kitchen ended the 1998 year approximately \$10,000.00 in the red. Rep. Lynch asked if the Kitchen had requested money in this year's budget? Ms. Cambiar said yes, \$2,000.00. Rep. Avery asked if the \$4,000.00 proposed was food from the county farm in lieu of money? Commissioner Martin answered yes, but the county tends to give more than \$4,000.00 food in lieu of money. Rep. Irene Pratt asked Ms. Cambiar to go through the organizational structure. Executive Director Ms. Cambiar has been with the Kitchen for 16 years, the Kitchen has 3 full-time staff including herself, 8 part-time employees. Some of the employees work 5 hours a week cleaning, other part-time employees work 20 hours a week and there are approximately 30 volunteers plus there are 13 people on the Board. Ms. Cambiar was asked if other towns contribute to the Kitchen, she said about 4 other towns do but Keene is the largest monetary contributor.

10:30 - MILLENNIUM MINUTES:

The budget was presented by James Rousmaniere, Keene Sentinel and Commissioner Martin. The purpose is to provide encouragement and coordinate activities for the Millennium. The budget is upward to \$100,000.00, which will provide 24 Millennium Minutes total. The contributors are mainly private donors. The city of Keene has contributed \$15,000.00 and they are asking the county for \$10,000.00, which would sponsor 2 minutes. Commissioner Martin presented on video two Millennium Minutes to the Executive Committee. Mr. Rousmaniere and Martin said that this is a one time request and they feel that going to the county is the best way of receiving money rather than asking individual towns. Rep. Mitchell asked if people would be able to access the Minutes through the internet? Mr. Rousmaniere said this had not been looked into but he said it was a good idea. Rep. John Pratt asked if there was an effort to ask Hillsborough county for contributions? Commissioner Martin answered no, but that the Minutes reflect the full Monadnock region. Rep. John Pratt asked if it could show tourism will be enhanced on the State level and maybe State money could be available? Mr. Rousmaniere said he was not aware of any State money. Rep. Avery said the Chairperson of Millennium Minutes would be going to WMUR (television station) to help promote. Rep. Hunt asked if the videos they make would be available to local Historical Societies? Commissioner Martin said yes.

10:45 - DELEGATION:

This budget has basically been level funded.

Actuals show that the budget went over in Attendance Fees, but this was attributed to a couple of special meetings. Rep. Hunt asked where the Legal Expense budget center was in the 1999 budget? This center has been put into the **Capital Reserve budget - 4900.97.40 - Capital Outlay-Legal Fees.**

The meeting is suspended.

Respectfully submitted,

A handwritten signature in cursive script, reading "Margaret A. Lynch", is written over a horizontal line.

Margaret Lynch, Clerk
Executive Committee
Cheshire County Delegation

MINUTES
Executive Committee Review
of 1999 Commissioners Proposed Budget
Monday, January 25, 1999
Maplewood Nursing Home - Westmoreland, NH

PRESENT: Reps. Avery, Doucette, Hunt, Lynch, Lynott, Meader, Mitchell, Irene A. Pratt, John Pratt and Russell, Commissioners Daschbach, Davis and Martin, County Administrator Wozmak, Finance Director Knowlton and Finance Accountant Trombly.

9:00 - 4411.00.00 - MAPLEWOOD NURSING HOME:

Maplewood Nursing Home Administrator Beeler outlined some of the new programs for 1999.

4411.03.02 - Payroll-Medical Records Secretary: Question as to why this Line was decreased by the Commissioners. Commissioners added staffing to the Finance Department.

4411.29.00 - Outside Services: There is a \$20,000.00 change on this Line should be O.S.S., need to move to **4426.29.00 (Misc. Services)**

Re: Medicare Part A now mandatory that we pay for lab., x-ray, therapists, EKG, pharmacy and ambulance. To compensate, rates will go from flat \$168/day to \$97 - \$400 - there will be 44 different rates. We will have to pay for these services directly, but off setting revenues will be picked up.

4411.05.00 - Payroll - Overtime: Rep. Irene A. Pratt questioned why this Line decreased. The Line is decreased because of the loss of Med. Records secretary.

4411.67.00 - ADVERTISING: Rep. Hunt asked why the video was out? Commissioners felt it did not need to be in here this year. MNH Administrator Beeler wants to beef up promotional activities this year (Line is now less the video). Also, there is now a bit less for the Adult Literacy Coordinator. MNH Administrator discussed the reduction on the ALC, this is now an employee and money would need to be put in P/R not O.S.S. Commissioners would like to take this under advisement, as this is new to them. Rep. John Pratt asked to confirm what is out of O.S.S. (would like all changes), also is there any other promotional money in the budget? MNH Administrator Beeler stated that there was approximately \$2,600.00 in the budget for promotion purposes. The Executive Committee asked why the Commissioners took out promotional from the budget? Commissioner Martin is sensitive about advertising and competing with private NH nursing homes. Seeing as we are the county nursing home, he feels word of mouth has worked, he could not find it justified to add more money. MNH has a waiting list, Nursing Home is full and the MNH has promotional pamphlets. Rep. John Pratt asked if the tax payers know about the good things the County does i.e. deficiency free survey and etc. Commissioner Martin mentioned that they try to get as much free publicity in the newspaper when good things happen and he has never heard anything bad in the community about the Nursing Home. Commissioner Martin feels they are doing a good job without spending the additional \$12,000.00. Rep. Irene A. Pratt said that we have a responsibility that the tax payer is aware of what is going on and feels there are many that have no idea of what goes on in these facilities. Rep. Avery asked about a web page? MNH Administrator Beeler said that he is trying to get something together that does not cost any money and that he has found someone that will do something for us. Rep. Avery said he would like to see \$600.00 go back into the budget to give positive promotions for the Nursing Home. Commissioner Martin said we are doing this but can now get it for free. He mentioned that

Commissioners had started an information line several years ago. Commissioner Martin said as the day goes on, you will find other budgets that have been cut out. Rep. Mitchell feels that ongoing communication is desperately needed as to what is going on in the Nursing Home, would not like to see money cut in this area. Rep. Lynott suggested someone on the staff of Maplewood talk to the Keene Sentinel to have an ongoing column written, she feels they would jump at the chance. MNH Administrator Beeler will look into this idea. Rep. Hunt feels \$12,000.00 for a video is not necessary, thinks this would be an ongoing expense. Rep. Hunt would like to see a Web Page, if it can be done for free, definitely does not want to see money for the video. MNH Administrator Beeler would like to see some money in the budget for the Web Page. Rep. Hunt said we should look at it not only as a Nursing Home responsibility but as a county responsibility as a whole, if money is added, should be in a different area. Rep. Avery suggested that the Executive Committee might want to look at the Commissioners' budget to add money for the Web Page.

4412.- Quality Improvement: Rep. Avery opened to MNH Administrator Beeler. Administrator Beeler said this Line is pretty much the same as 1998, money is included for vaccinations, chest x-rays, and etc. Rep. Lynch asked why there was no flex spending within the budget? MNH Administrator Beeler said no one is utilizing it. Rep. Irene A. Pratt as why no retirement is in the budget as in the past? Rep. Hunt asked why hepatitis is up? Director of Nursing Royce said they will be spending more because of mandated regulation.

4412.14.00 - Workers Compensation: Question why this Line was so high. MNH Administrator Beeler said the Nursing Home rate applied. If you actually track what people do, can possible get new rates. People will come in and analyze jobs to get these different rates, Comp. Funds will not do this

4413. Nurse Practitioner: MNH Administrator Beeler told the Committee this position was initiated 2 years ago and is working out well.

4415. - Dietary: MNH Administrator Beeler pointed out one major increase in food is because Assisted Living meals will be approximately \$40,000.00. This Line also includes Jail and employees' meals.

Rep. Avery asked why purchases for food from the Farm has decreased from 1998? MNH Administrator Beeler said the Farm has fewer vegetables and meat available and the 1998 budget will not come in at \$35,000.00, that is why it has been decreased in 1999. There is no cold storage available now that Maintenance has been converted and no potatoes are being grown.

4416 & 4417 - Nursing: Rep. Avery asked what is new in the 1999 budget? MNH Administrator Beeler said CNA classes are starting again and there is money in the budget for this. HOC RN is being transferred to HOC, LPN's are being budgeted there. Rep. John Pratt asked who will oversee the HOC RN? Administrator Beeler said Superintendent Van Wickler and the Medical Director.

4416,19 - Continuing Education: A question arose why this Line is cut in half? Director of Nursing Royce did ask for an increase since costs are going up. Uniform allowance was cut, why? Director of Nursing Royce did request \$100.00 per staff, she thought it would be a perk to boost morale, but the Commissioners turned it down. Rep. Doucette asked whether the county rented any uniforms? MNH Administrator Beeler said only for maintenance. Rep. Doucette asked about Dietary? MNH Administrator Beeler said uniforms are required but are not paid for by county. Rep. Irene A. Pratt questioned whether there was a Labor law about paying for mandated uniforms? County Administrator Wozmak will look into this. Rep. Mitchell asked if

employees clean own uniforms even if they are ruined? Director of Nursing Royce said yes. Rep. Irene Pratt feels that continuing education is imperative and any continuing educational opportunities available are utilized, feels there is a reconsideration on this Line. Commissioner Martin said there is a slight increase over previous years, but did not approve a double 100%. He did not feel it was justified, even with looking at actuals for 1998. Commissioner Daschbach pointed out that if you look at the whole picture, it is up overall by \$412.00; Commissioners approved \$172.00 higher. All departments were considerably higher and the Commissioners had a tough time. Commissioner Martin pointed out that **4155 - Personnel Administration has \$5,000.00** for MNH employees alone. Rep. Meader supports continuing education and asked if in-house education is satisfactory? MNH Administrator Beeler said this was a hard line to look at but is happy with what is suggested, other important priorities are coming up.

Rep. John Pratt asked why the Line for O.T. Per diems was reduced and if there would be adequate staffing if this is reduced? MNH Administrator Beeler said Director of Nursing Royce has moved many per diems to actual staffing lines, will not need as much money and feels this is adequate. Commissioner Martin also said that if you add up this information amongst all P/R Lines, you will find that these numbers have increased. This is an issue Accounting is trying to track, who and where we are paying money to. Rep. John Pratt asked why there was still a high request and the Commissioners' numbers down? Commissioner Martin replied that from year to year there is an increase, but initially they requested a considerable increase and ultimately agreed on the new figures. Rep. John Pratt asked about the increase in population at MNH with the new addition? MNH Administrator Beeler said 15%, about 20-25 residents. Administrator Beeler said you are not seeing the Assisted Living staffing in this Line, it has its own cost center. Rep. Hunt said his concern is for understanding how these P/R & O.T. Lines have been distributed for future years. He feels they may not be done correctly. His concern is how much has been decreased and can MNH realistically work with the decrease? Director of Nursing Royce said yes, a lot has changed since first putting together the budget; we do not have high Per diem Lines. Commissioner Martin expressed his concern that the Executive Committee thinks they have cut a lot from the MNH budget; but he feels that based on the high original department requests, they still have added a lot to the MNH budget.

4416.36 00 - CNA Class Supplies: Rep. Avery asked why this Line increased? MNH Administrator Beeler said \$18,000.00 has to do with Med B supplies that we will be billing; revenues have been increased to account for this. Rep. Doucette asked what is cost wise to the county, residents being in the MNH compared to Assisted Living? Commissioner Martin said it is less expensive to have them in Assisted Living.

4418.00 - Laundry: Environmental Services departments do include start up costs for Assisted Living - otherwise has not changed much. Rep. Doucette asked if linen will be furnished: MNH Administrator Beeler said yes and laundry will be done.

4417.00 - Atypical Unit: This has its own budget because it has a 100% cost pass through. Rep. Hunt asked what Atypical means. MNH Administrator Beeler explained it means individuals with severe behavioral problems. Rep. Irene A. Pratt asked if this was the only facility in the county with these patients? MNH Administrator Beeler advised there are 5 in the state. Rep. John Hunt asked if this is 100% pass through, why was this cut by \$7,00.00 if this is dollar to dollar costs? Commissioner Daschbach said they are trying to treat all departments with some kind of equity. Commissioner Martin said it is a 100% pass through currently, but will not always be and may be using county tax payers money in future years, they have to think about the future.

4419 - HOUSEKEEPING:

4419.29.00 - Outside Services: This Line has gone down because we are doing a better job of disposing of hazardous waste, otherwise no big changes.

4420 - PHARMACY:

MNH Administrator Beeler stated that the drug purchase line was up considerably, but this is something that cannot be controlled. The pharmacy department also brings in revenue which compensates for expenses and the department actually makes money.

Line 4420.29.00 - Pharmacist Contract: This line is up by Commissioners adding \$15,000. MNH Administrator Beeler said they are not getting a staff pharmacist so the Commissioners added money to Outside Services. During the past few years Mark was not able to take holidays and vacation; we were hoping to attract a part-time person, not just having to look for someone periodically. The Commissioners choose to add the money to Outside Services not to an actual Staff Line. Rep. Pratt questioned why the Commissioners did not approve? Commissioner Daschbach said it was a big problem and they have asked MNH Administrator Beeler to look further into the situation and maybe he could be coming back prior to the Delegation meeting to ask for more money. More questions from Reps. Irene A. Pratt, Lynch and Doucette. Commissioner Martin stated that adding someone to the Staff would add benefits for 2 pharmacists, we need to look at all alternatives. Commissioner Daschbach said hopefully they will have a deal with someone before the Delegation Meeting and if more money is needed, they can request it.

4422 - ACTIVITIES:

Rep. Pratt noted the decrease in staff. MNH Administrator Beeler said this is where staffing was requested but denied, but did receive some requested staffing.

4423 - SOCIAL SERVICES:

4423.03.00 Payroll - Staff: Rep Avery mentioned this Line is down. MNH Beeler said he requested 1/2 time FTE, this was denied and is the only Line that is different for 1999.

4424 - OCCUPATIONAL THERAPY:

Changes in the 1999 budget reflect added staff OT , deducted from Outside Services (Moines for contracted position).

4425 - PHYSICAL THERAPY:

Rep. Irene A. Pratt asked about aquatic clothing? MNH Administrator Beeler said there are some start up costs for aquatic therapy which includes swimsuits. Rep. Doucette asked about the money added to the Payroll Line. MNH Administrator Beeler said yes, adding a staff person to PT.

4425 - MISC. SERVICES FOR RESIDENTS:

Line 4426.29.22 - Outside Services (therapy): MNH Administrator Beeler said this is the department that the \$20,000.00 for Medicaid B will be allocated to. There is no additional money requested for therapy.

4426.29.25 - Religious Expense: Rep. Irene A. Pratt questioned the use of the \$7,850.00? MNH Administrator Beeler said MNH has a pastor for 8-15 hours weekly, who had not received a raise in 10 years. He received a raise in 1998, which was given in 2 parts (1998, 1999).

4442 - CASE MANAGER:

This position is based at MNH but is a County department. Everyone who applies for LTC under Medicaid must be screened by an RN, this is what the position is for. MNH gets reimbursed 75% of P/R costs from the state. Rep. Hunt asked if when a person turns 65 and becomes Medicare eligible, are they under this program? MNH Administrator Beeler said when a person becomes needy they become both Medicaid and Medicare eligible.

4511 - MAPLEWOOD ASSISTED LIVING (NEW 1999):

4511.03.01 - Payroll Administrator: This position requires a separate Administrator, who in turn will be an RN. MNH Administrator Beeler was not allowed to be Administrator of this new unit. Regulations require that someone is there 24 hours a day, do not require any CNA's but because the acuity level will be somewhat high, did want CNA staffing. MNH Administrator Beeler feels it will pay its own way. Rep. Hunt asked if it will run at a loss for the first year due to the start up time? Administrator Beeler does not feel the unit will be full in the first month but probably will be by the second, but there is the potential of having a loss in the first year; there is a sliding fee built into the revenue figures. Rep. Avery asked if there are any state requirements as to who is eligible. MNH Administrator Beeler said the state had very broad requirements, but it will up to Administrator Beeler who is eligible.

4900 -CAPITAL BUDGETS:

MNH Administrator Beeler passed out a replacement schedule for Nursing Home equipment and gave an overview of the plan.

Rep. Avery asked if we are Y2K compatible? County Administrator Wozmak said this discussion will come up during Finance budget, but that there is ongoing planning to get us up to date.

4900.89.11 Capital Outlay - Capital Imp MNH: Rep. Avery said this is a large amount and should be discussed. Rep. Pratt was confused about the percentage of back up. Finance Director Knowlton informed the Committee that this is percentage of entire requests for 1999.

There is \$125,000.00 in the bond budget to cover equipment that is why requests for 1999 Assisted Living is relatively low.

Commissioner Martin said there is money in the Wellington fund for the county and some of the declined requests will be purchased from those funds, i.e. gas grill.

MNH Administrator Beeler said landscaping is not in the bond budget so the money had to be budgeted. Administrator Beeler noted certain cuts that were made when the departments were told to prioritize.

The Wellington fund is purchasing a camera and VCR for therapy pool, this was not an elimination.


Rep. Hunt asked if this was above and beyond the equipment purchase lines in the departments? MNH Administrator Beeler said approximately \$10,000.00 in the PT is for equipment, yes, Capital. is over \$500 , Department is under \$500.

Rep. Pratt asked how wheel chair patients were weighed? Director of Nursing Royce said they have a scale on the fourth floor but they need another so that the scale does not have to be moved around.

Commissioner Martin passed out a follow-up on the Monadnock Millennium Minutes proposal to all the Executive Committee members.

The meeting suspended at 12:15 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Margaret P. Lynch", written over a horizontal line.

Margaret Lynch, Clerk
Executive Committee
Cheshire County Delegation

MINUTES
Executive Committee Review
Of 1999 Commissioners' Proposed Budget
Monday, February 1, 1999
Administration Building - Keene, NH

PRESENT: Reps. Avery, Doucette, Hunt, Lynch, Lynott, Meader, Mitchell, John Pratt, Roberts and Russell, Commissioners Daschbach, and Martin, County Administrator Wozmak, Finance Director Knowlton and Finance Accountant Trombly.

9:00 - CHINS - DIVERSION: Mimi Barber, Director of Human Services presented the CHINS Program.

When a CHINS (a child in need of service because she or he is a truant, runaway or disobeys parents) case comes into District Court, 95% of the time the court appoints a lawyer and the county has to pay 25% of the cost. In an attempt to try to curve some of these costs, Mimi Barber has been meeting with Jane Gills to create an intervention program and reach the child before he/she gets into the judicial system. There were 40 cases in district court in 1997, 17 received legal counsel, 12 received out-of-home placements and 11 received legal services and out-of-home placements, \$290,000.00 was spent.

The CHINS Diversion Program would help keep children out of court. Incentive Funds agreed to pay half, looking for the county to fund the other half. The program would not start until March, therefore the request for funds has decreased to \$16,700.00.

Rep. Avery asked if this will be an on going program?

Mimi Barber replied that it would be only if the cost of the program is efficient.

Rep. Russell mentioned receiving \$20,000.00 from Incentive Funds, he asked if this will carry from one year to the next or would the county have to eventually pick up the whole cost of the program?

Mimi Barber said there is no guarantee the program would receive Incentive Funds next year. You have to apply from one year to the next. There could be new programs that might be funded

Rep. Lynch asked Mimi Barber to explain the Incentive Funds.

Mimi Barber said the funds were used for child abuse cases and to keep children out of the judicial system.

Rep. Doucette asked if the \$16,700.00 request would provide enough money for this program?

Mimi Barber said yes.

Rep. John Pratt asked how much of the \$290,000.00 went to lawyers in 1997?

Mimi Barber said approximately \$4,000.00 went to lawyers, home based and lawyers \$36,000.00 combined.

Rep. John Pratt wanted to know if this program would save the county money and how will we see the benefits?

Mrs. Barber said the program would save the county money and the savings would appear in the Human Services program as a reduction in expenses.

Rep. Lynch asked how we would reach the children involved before the court and would a lot of outreach be involved?

Mimi Barber said that case managers would do screening based upon referrals from police departments, social service agencies, self referrals and schools.

9:15 - COMMUNITY YOUTH PROFILE: Commissioner Martin gave the presentation.

Commissioner Martin said the program focuses on youth in general not youth at risk. In January 1998, the county assisted in another CYP - needs of youth within the community (a strategic planning session at KSC). Out of this session, sub committees were formed (Mentoring - finding ways for productive activities to keep children out of trouble). The meeting pointed out that there is no money out there for youth in general, to help prevent children from getting into trouble, so the program is asking for seed money which would act as an incentive to start programs.

Mimi Barber pointed out that by the third year the program will not need this seed money, the program should be self sufficient. The Community Youth Profile program would have a selection committee consisting of one Commissioner, Mimi Barber and two community members and one Delegation member; Commissioners would have the ultimate decision on who would receive the funds.

Rep. Avery questioned if there might be a lack of proposals for this money.
Commissioner Martin said no

Rep. John Pratt questioned this proposal and asked if Commissioner Martin already had an idea of who needs the money? He also wanted to know if this would be a relief to small school districts who do not have enough funding and would you anticipate school districts will make application?

Mimi Barber answered, yes, school districts can apply. If we were to fund school districts it would be something the school would not be obligated to provide; they would not be subsidizing their budgets.

Commissioner Martin said there is no hidden agenda, only pure motive.

Rep. Lynch liked the program and having a 5 member committee but questioned the final decision being made by the Commissioners. Rep. Lynch would like the committee itself to make the final decision regarding who would get the funds.

Commissioner Martin said he made this part of the structure as this is county money and he feels it appropriate that the Commissioner make the final decision. He also mentioned that this is how the Incentive Funds work.

Mimi Barber also reiterated that the same structure has been used for the Incentive Funds since 1986; it shows the program has the support of the Commissioners in Cheshire county, this does not happen in the other 9 counties.

Rep. Lynott questioned the communities matching in cash or in-kind; what is in-kind? Commissioner Martin explained that the program could be a combination cash and/or "in-kind" match. In the 1st year, the match (whether cash or in kind) would be 25%, and in the second year 50%.

Mimi Barber stated in-kind was for example, the use of a town hall, or the use of an employee.

Rep. Russell asked if Commission Martin would be coming back again next year for an additional \$20,000.00 for the program?

Commissioner Martin said this would be a possibility if the program was successful.

Rep. Russell then stated, "But you won't be back in the 3rd year".

Mimi Barber said possibly. There may be more requests than available money, and we may need to request funding from the Delegation in future years.

Rep. Avery then asked that if the program was successful, there is the possibility that you would be coming back year after year for \$20,000.00?

Commissioner Martin said yes.

Rep. John Pratt asked about examples of programs. Commissioner Martin pointed out that the town of Winchester did one that would be a good example, focusing on parenting skills.

Rep. John Pratt said as a hypothetical example, if a school wants to start a hockey program, would this pay for a coach? Commissioner Martin replied that the program would have to submit a budget and prioritize. The decision for funding would be based on submitted programs and the program in most need of the money.

9:55 - COMMISSIONERS:

Rep. Avery asked if there was anything Commissioners would like to point out; Commissioner Daschbach stated only that their budget is lower than last year.

4130.29.00 - OUTSIDE SERVICES:

Rep. Avery asked why the initial request of \$12,000.00 was decreased to \$3,5000.00?

Commissioner Daschbach said that they find that they do not really need that much money, can accomplish objectives with the lesser amount.

Rep. Lynch asked what would happen if the county gets sued?

Commissioner Martin said there was some money in Personnel Administration & Capital Reserve.

Rep. Doucette asked if the Commissioners paid social security on their salaries?

Commissioner Daschbach answered yes, but they do not receive any other fringe benefits.

4130.39.00 - POSTAGE:

County Administrator Wozmak pointed out the increase in this Line was due to the addition of the Finance Department now being in Keene.

10:00 FIRE MUTUAL AID:

John Marechal, Herbert Hurlbert and two Board members were in attendance for the budget.

4219.29.00 - Training: This line was cut from \$5,000.00 to \$4,000.00. Commissioner Martin looked at the 9 month review of this Line; it showed that they would not reach 98% of budget.

4219.89.00 - Capital Reserve: This Line was cut.

4219.97.00 - Equipment Replacement: This Line was restored to \$25,588.00. The fire transmitter is a major issue; it is over 10 years old. Rep. Avery asked if John Marechal was putting money into Capital Reserve for the fire transmitter replacement? Mr. Marechal said yes, the fund was established 5 years ago and he is requesting to use the money. There was concern about spending \$18,000.00 on the base stations when there is an on going study; Commissioners felt Mr. Marechal should wait until results of the study are available. Rep. John Pratt asked if \$18,000.00 could be added to the budget if the study shows it is necessary. Rep. Avery said an amendment could be made to add the \$18,000.00 to the 1999 Budget.

One of the Board members felt that he did not want to stand behind a 10 year old radio because it is unreliable; it was his understanding that the radio would be replaced after 10 years.

Expenses are up \$6,000.00; Revenues are up \$9,000.00.

Rep. Avery recapped the budget requests: \$22,866.00 for Equipment Line, \$12,000.00 for Capital Reserve, \$5,000.00 for Training, \$3,000.00 for Supplies and Revenue is up \$4,000.00.

Rep. John Pratt asked if this was a unanimous request from the Board. Mr. Marechal answered yes.

Rep. Avery asked Mr. Marechal if he feels he has any Y2K issues? Mr. Marechal feels he has met all these issues. He mentioned he was working with the city of Keene and following their plan; only problem could be with archive information.

Commissioner Martin questioned if there would be any money left over from '98 appropriations? Mr. Marechal said approximately \$7,700.00 would be left which will go to Capital Reserve.

10:45 - FINANCE & TREASURER :

Rep. Avery welcomed Mr. Lynch, the new treasurer. Finance Director Knowlton introduced herself to the Committee.

4151 - Treasurer: This budget is pretty much level funded; new treasurer would like the budget to stay intact even though the budget was prepared by former treasurer , Roger Conway.

4140 - FINANCE:

4150.03.00 - Payroll Staff: One major increase is in personnel, Finance is asking for 2 additional staff.

4150.70.00 - Travel: Rep. Roberts asked why this Line has increased? Finance Director Knowlton stated that 2 employees are going to Michigan for a major financial software update. Rep. Avery asked if Finance was Y2K compliant with regard to this software? Ms. Knowlton

said yes. Rep. Hunt asked if Finance has priced out ADP? Ms. Knowlton said yes, they had looked into this 2 or 3 years ago. Rep. John Pratt asked if Assistant Finance Director position was strictly supervisory or a working director position? Ms. Knowlton stated that all positions are "hands-on" working positions.

4152 - COMPUTERS:

Ms. Knowlton informed the Committee that a survey had been done and results showed that training for employees is needed. Ms. Knowlton thought originally about hiring an Educator but she decided to use Continuing Education money.

Rep. Lynch asked why SPOTS is under this budget? Ms. Knowlton said it should be there because it is computer maintenance.

4150.2900 - Outside Services: Rep. Hunt asked why this Line has such a huge increase? Ms. Knowlton said she has only one person on staff and further outside help is needed. New in this Line is \$3,600.00 for CJIS maintenance and emergency technical support. Rep. Pratt asked if a recasting of this Line could be done to compare to the 1999 budget? Ms. Knowlton answered yes. Rep. Hunt asked if the Finance Department would be hiring a company to do support? Ms. Knowlton said she has someone who works specifically for different buildings and different situations, i.e. microwave system in Jail and etc. Commissioner Martin said the Commissioners have talked about either adding a county position or using contract dollars, its an on going struggle or whether to add FTE's or continue with Outside Service money.

Capital Reserve Computers:

The budget includes \$94,000.00 to purchase a software program for the Maplewood Nursing Home; software MNH was using since 1990 was upgraded in Oct. 1997 and has caused problems for Accounting and Clinical staff. There is detailed backup to support problems. Accounting has since gone to Quickbooks.

Rep. Avery asked if the county could go back to the vendor and say software is junk, Ms. Knowlton has done this. County Administrator Wozmak stated that the county has done all it can and the vendor cannot seem to fix the problems. MNH Administrator Beeler stated that staff hours have come to about \$18,000.00 to \$20,000.00/month fixing things. The new software would have a 7 to 10 year life, Hillsborough county just purchased this software. The MNH cannot run without it, it is mandated. Rep. Pratt asked if 90% of the software is for Nursing? MNH Administrator replied yes. Rep. Lynch asked if this cost could be recaptured through the cost report? MNH Administrator answered yes.

Rep. Pratt asked Ms. Knowlton to recap all other requests. Laptop for Finance, specifically for Computer Coordinator and for budget. Computers needed for Finance since the Finance Department was the first to get computers and they need new ones.

Y2K Issues. Rep. Hunt said he would be interested in knowing how Finance arrived at this figure. Some of the computers are being upgraded to make compliant and then will be moved. County Administrator Wozmak will be coming back next week to go over Y2K issue again since \$25,000.00 is not enough money; he will have an itemized detailed report next week. Rep. Hunt asked what the general trend was from the vendors, are they going to charge us more to get their software Y2K compliant or are there free patches? Ms. Knowlton answered that most software are already compliant, this is for hardware. Rep. John Pratt remarked that this sounds like an operating item not a Capital item. Rep. Hunt said this is a once in a life-time item. County Administrator Wozmak said the Auditors will capitalize this.

4211 - SHERIFF'S DEPARTMENT:

Rep. Avery recapped the Sheriff's Department situation. New legislation has put the responsibility on the Sheriff's Department to transport inmates to Jaffrey District Court; the issue is the condition of the Sheriff's Department vehicles. Sheriff Foote stated that money is needed for more cars. Four of the present cars have high mileage (approximately 90,000 miles), but because of only one driver they look to be in good condition. Transporting inmates to Jaffrey will put more mileage on the cars and he is wondering if the cars are going to last plus will they have problems on the road. The Department also has a Lumina, which is not a police car, it is not very useful and maybe more useful to another department. Rep. Pratt asked what the replacement plan for cars had been in the past. Commissioner Martin advised that the cars were replaced on a gradual basis but he agrees with Sheriff Foote that all the cars have high mileage even though the cars have been well maintained. Sheriff Foote is asking for 5 new cars equipped fully with cages and radios. Rep. Doucette asked if we could lease cars under the same plan fully equipped? Sheriff Foote answered yes. Rep. Hunt asked where the money could come from for these cars? Rep. Avery said any new request will end up being placed under Line 4211.97.00. Rep. Hunt was surprised that when the lease payments ran out the Sheriff's Department did not turn the payments into Capital Reserve money, he would like a little more history on this Line item. Commissioner Martin advised that he would provide Line history, but because Sheriff Fish was an elected official, the Commissioners followed the recommendations of the elected official. Rep. Russell mentioned that Sheriff Fish never requested money for additional cars and we need to do it now. Rep. Lynch pointed out now that Administrator Wozmak is here, oversights will not happen anymore. Rep. Doucette asked if we always buy cars from the State? Sheriff Foote answered no, sometimes we use the bidding process or at least a process of finding the best price. Rep. Lynch asked if the Department only used Fords? Sheriff Foote answered that they are the only cars big enough. Rep. Avery asked about the condition of the van and the number of miles. Sheriff Foote answered the van was in good condition and had approximately 73,000/74,000 miles. Rep. John Pratt asked how many cars the county had? Sheriff Foot said 8. Rep. John Pratt asked if it was cheaper to lease or buy cars? Ms. Knowlton said the county has to pay interest when they lease. Rep. Lynch asked if the Commissioners were supporting this increase to the Sheriff's Department? Commissioner Martin said he was not at the meeting that the Sheriff had with the Commissioners, but that he is in support of the Sheriff's presentation. Commissioner Martin stated that at the end of 1999, Capital Reserves will be approximately \$300,000.00 - not a lot of reserves for a \$21,000,000.00 budget, State proportional funds have been helping. Rep. Lynch noted that many departments have a Capital Reserve but the Sheriff's Department does not have a Capital Reserve Line. Rep. Hunt would urge a vote against this proposal, he feels the needs should be fazed in unless there is a volume discount. He would hope that a couple of cars would last a bit longer and maybe work on a Capital Reserve plan. Rep. Hunt hopes that the county does not have to buy all 5 cars at once, only a couple. Rep. John Pratt asked Rep. Hunt if he was supporting buying a couple of cars this year and putting aside Capital funds to purchase in the future? Rep. Hunt answered yes. Rep. Roberts asked what the yearly cost for leasing 1 car? Commissioner Martin said approximately \$5,000.00 to \$6,000.00 a year. Rep. Roberts would like to see a price for leasing 1, 2, and 3 cars and purchasing 1 car; he would like to see a couple of options.

BAILIFFS: Rep. Avery asked what the situation is with Bailiffs for 1999? Sheriff Foote said that they are still under the Sheriff's jurisdiction; they are in the process of doing the first billing of the year; he will see if they will continue to pay seeing as they are not now mandated. Rep. Avery asked Sheriff Foote how many Deputies are in the Department? Sheriff Foote answered 9 total, including him. Rep. Avery asked if he thought this was adequate; Sheriff Foote said he has to wait and see as he is new to the job.

Meeting is suspended.

Respectfully submitted,


Margaret Lynch, Clerk
Executive Committee
Cheshire County Delegation

MINUTES
Executive Committee Review
of 1999 Commissioners' Proposed Budget
Monday, February 8, 1999
Administration Building - Keene, NH

PRESENT: Representatives Avery, Doucette, Hunt, Lynch, Lynott, Meader, Mitchell, Irene A. Pratt, John Pratt, Roberts and Russell, Commissioners Daschbach, Davis and Martin, County Administrator Wozmak, Finance Director Knowlton and Finance Accountant Trombly.

9:00 - HUMAN SERVICES: Human Services Director Barber presented revised budget figures.
4441.29.00 - Outside Services - This **Line increased from \$1,575.00 to \$6,025.00, an increase of \$4,450.00** - money needed to make software Y2K compatible.
Line 4441.54 - Old Age Assistance from \$47,000.00 to \$42,000.00 for a decrease of \$5,000.00.
Line 444.55 Aid to the Permanently and Totally Disabled: from \$410,000.00 to \$400,000.00 for a decrease of \$10,000.00.
Line 4441.56.- Intermediate Nursing Care from \$3,588,000.00 to \$3,450,000.00 for a decrease of \$138,000.00.
Line 4441.58.00 - Board & Care of Children -from \$650,000 to \$640,000.00 a decrease of \$10,000 - the county is responsible for is 25% for HICPIC residents, not 30%.
These changes reflect a net decrease of \$158,550.00.

MAPLEWOOD - Line 4420.29.00 - Pharmacist Contract: Rep. Avery presented an increase put forth by the Commissioners to increase this Line from \$15,000.00 \$24,000.00. Dr. Stern spoke on behalf of the pharmacy issue. Discussion followed with comments by Commissioners, Daschbach and Martin, County Administrator Wozmak, and Rep. Irene A. Pratt. Rep. Avery halted discussion at this time and stated it would be discussed again in the afternoon.

9:40 - SHERIFF - Sheriff Foote, in response to a previous request of the Executive Committee, presented the Committee with various purchase and lease combinations to reduce his initial estimate of \$150,000.00 for the outright purchase of five vehicles equipped with cages and radios and the usual and customary police car package. These options allow for the purchase of some vehicles and leasing of others to both maximize the number of vehicles acquired while decreasing the effects on the budget. The Committee will take this list under advisement. Representative Avery questioned the Sheriff on the replacement schedule and his preference as to leasing or purchasing the cars. Sheriff Foote had no preference; only wants replacement.

9:45 - FARM & FACILITIES:
LINE 4301.29.00 - Outside Services - this Line has increased from \$2,500.00 to \$5,000.00 due to the Farm Study. Other increases were minor; major issue is Farm Equipment Repair Line; Facilities Manager Meehan stated that many of the repairs for equipment were done by the Facilities Department in answer to an inquiry by Rep. Irene A. Pratt.
Rep. Mitchell, chairman of the Farm Study Committee, complemented Farm Manager, David Putnam on his management of the Farm. Farm Manager Putnam inquired whether any

Representatives would like to tour other county farms?

Commissioner Martin said that he would like to see if the Farm can show a profit for at least two years before going with \$100,000.00 Farm building expansion.

Facilities - Courthouse - Rep. Avery asked if there was any possibility of the Sheriff's Department using the vacant old Court Room? Commissioner Martin advised that the space is leased by the State of NH' if they gave up the space, our revenue Line 3503.01.00 would decrease.

Parking Garage Feasibility Study: Rep. Lynott asked if the study was included in the '99 or '98 Budget? Commissioner Martin stated the money was in the '98 Budget and a letter was in the mail as to the outcome of the study.

Facilities - Adm. Bldg.: Rep. John Pratt inquired why the Commissioners has taken \$6,000.00 out of the Capital Improvement Line. Facilities Manager Meehan stated this was for a telephone system for Deeds; further research found that the current system is adequate.

Capital Budget - Rep. Lynch asked about the landscaping, Mr. Meehan mentioned an outside company would initially do the work and Facilities would do ongoing maintenance.

Rep. John Part asked about the \$40,000.00 decrease to repair the access road and retubing of the boiler was completely cut. Mr. Meehan said he had to prioritize, he received new figures for the road and the retubing can wait until 2000.

WEE CARE DAY CARE:

Representative Lynch asked how the day care was progressing. County Administrator Wozmak gave her an update and advised the Executive Committee he was in charge of monitoring the program. There are approximately 15 children, 10 or 11 children in attendance belonging to county employees.

HOUSE OF CORRECTIONS:

Computer Software: Superintendent Van Wickler was present to update the amount of money needed for computer software and informed the Executive Committee that the amount is \$84,000.00. Discussion on leasing software, contacting anyone using the software and making sure the software is compatible with Y2K. Rep. Hunt asked about cameras and leasing equipment and references specifically from someone in NE or NH, Superintendent Van Wickler stated the camera in the AFIS system is compatible. Rep. John Pratt said he was uncomfortable making a decision on software without having expertise advise; Rep. Hunt confirmed County Administrator Wozmak's comment that HOC software is so unique that a MIS person would probably not be able to advise any better than what our contract persons such as George Colburn advised. Rep. Hunt is not shocked by the \$84,000.00 request for software brought forward by Superintendent Van Wickler.

HOC Vehicles: Rep. Doucette asked why HOC needs 2 vehicles when the Sheriff transports all prisoners? Superintendent Van Wickler informed the representatives that the Sheriff does not transport all prisoners and the vehicles are not trustworthy and have broken down 3 times. The vehicles are also used for training at the academy.

Rep. John Pratt mentioned that maybe Superintendent Van Wickler could look into more grants for the purchase of equipment.

4900.97.34 - Capital Outlay - Computer Y2K Compliance:

Mr. Wozmak provided the Executive Committee with a detailed inventory of county computer equipment requiring either hardware or software upgrades and/or replacement in order to be year 2000 compliant. He explained that the initial estimate for 1999 of \$25,000.00 for this purpose was simply a guess as the county inventory was not completed. The inventory having been completed, and quotes obtained, he is now in a position to describe with some certainty the costs for Year 2000 compliance with software upgrades and network management software. He asked that this capital outlay **line (4900.97.34) be increased by \$22,166.00.** Discussion followed with Representative Hunt stating that he was not surprised and that the inventory and the requirements seemed appropriate.

PILOT PROJECT:

Maplewood Nursing Home Administrator Beeler gave an overview of the project.

1999 SALARIES:

Rep. Avery asked the Commissioners to speak to the Executive Committee on the salaries for 1999. The Commissioners advised that a 1.75% COLA is built in; step merits - 1 step is approximately 2.4%. There are 17.70 new FTE's in the Commissioners 1999 Proposed Budget.

MOTIONS:

Rep. Lynch moved acceptance of the Commissioners' Proposed 1.75% cost of living increase across the board in the 1999 Proposed Budget. Rep. Hunt seconded the motion. Passed unanimously.

4110 - DELEGATION:

Rep. Lynch moved acceptance of the Commissioners' Proposed 1999 Budget for this cost item. Rep. John Pratt seconded the motion. Passed unanimously.

4123 - COUNTY ATTORNEY:

Rep. John Pratt moved acceptance of the Commissioners' Proposed 1999 Budget for this cost item. Rep. Lynch seconded the motion. Motion passed.

4124 - VICTIM WITNESS:

Rep. Lynch moved acceptance of the Commissioners' Proposed 1999 Budget for this cost center. Rep. Irene A. Pratt seconded the motion. Motion passed.

4130 - COMMISSIONERS:

Rep. Lynott moved acceptance of the Commissioners' Proposed 1999 Budget for this cost center. Motion seconded by Rep. Doucette. Motion passed.

4150 - ACCOUNTING:

Rep. John Hunt moved acceptance of Commissioners' Proposed 1999 Budget for this cost center. Rep. Meader seconded the motion. Motion passed.

4151 - TREASURER:

Rep. Meader moved acceptance of Commissioners' Proposed 1999 Budget for this cost center. Rep. John Pratt seconded. Motion passed.

4152 - COMPUTER:

Rep. Roberts moved acceptance of Commissioners Proposed 1999 Budget for this item. Rep. Lynott seconded. Motion passed.

4155 - PERSONNEL ADMINISTRATION:

Rep. Irene A. Pratt moved acceptance of Commissioners' Proposed 1999 Budget for this item. Rep. Roberts seconded the motion. Motion passed.

4170 - LEARNING CENTER:

Following a brief discussion with the Commissioners and MNH Administrator Beeler, in which they suggested they would like to move \$7,500.00 from Administration budget to this budget for a .3 employee to serve as Literacy Coordinator with \$600 plus in benefits for a total of \$8,159.00. Rep. John Pratt moved approval of the recommendation for the appropriated additions to this cost center. Rep. Meader seconded the motion. Motion passed.

4192 - MEDICAL EXAMINER:

Rep. Richard Doucette moved acceptance of the Commissioners' Proposed 1999 Budget for this cost center. Rep. Roberts seconded. Motion passed.

4193 - REGISTER OF DEEDS:

Rep. John Pratt moved approval of the Commissioners' Proposed 1999 Budget for this cost center. Motion seconded by Rep. Hunt. Motion passed.

4194.11 20 - FACILITIES:

Court House: Rep. J. Hunt moved approval of the Commissioners' Proposed 1999 Budget for the Court House Facility. Rep. Roberts seconded the motion. Motion passed.

County Adm. Bldg.: Rep. Hunt moved approval of the Commissioners' Proposed 1999 Budget for the County Administration Building. Seconded by Rep. John Pratt. Motion passed.

Maplewood Facility: Rep. Hunt moved approval of the Commissioners' Proposed 1999 Budget for the Maplewood Facility. Seconded by Rep. Lynott. Motion passed.

Waste Water Treatment Plant: Rep. Hunt moved approval of the Commissioners' Proposed 1999 Budget for the Waste Water Treatment Plant. Seconded by Rep. Meader. Motion passed.

Correctional Facility Maintenance: Rep. Hunt moved approval of the Commissioners' Proposed 1999 Budget for the Correctional Facility Maintenance. Seconded by Rep. Meader.. Motion passed.

Farm Maintenance: Rep. Hunt moved approval of the Commissioners' Proposed 1999 Budget for Farm Maintenance. Rep. Meader seconded the motion. Motion passed.

4199 - OTHER COUNTY GOVERNMENT (Safety Officer, etc.)

Rep. Hunt moved approval of the Commissioners' Proposed 1999 Budget for this cost center. Seconded by Rep. John Pratt. Motion passed.

4211-4212 - SHERIFF:

Rep. John Pratt moved that the Executive Committee recommend to the Delegation that the Sheriff's Department be allowed to purchase two new cars outright and lease two additional vehicles for three years and to purchase four radios at a cost of \$4,000.00 each. The motion was seconded by Rep. Hunt (**Line 4211.97 to be adjusted to \$94,402.00**). Motion passed.

4211.04.00 - PAYROLL BAILIFFS: Rep. John Hunt moved that \$15,600.00 be added to **Line 4211.04.00 - Payroll Bailiffs** for a total of \$70,500.00. The motion was seconded by Rep. Lynch. Motion passed.

SHERIFF'S BUDGET: Rep. John Pratt moved approval of the County Sheriff's Budget, as amended, for a total of \$527,291.00. Rep. Lynch seconded the motion. Motion passed.

4219 97 - FIRE MUTUAL AID:

Rep. John Pratt moved **Account #4219-Fire Mutual Budget be increased to \$22,866**. The motion was seconded by Rep. Meader. Motion passed.

4219.00 - FIRE MUTUAL AID: Rep. John Pratt moved approval of **FIRE MUTUAL AID BUDGET as amended \$621,921**. Rep. Hunt seconded the motion. Motion passed.

DEPARTMENT OF CORRECTIONS:

4230.03.06 - Payroll Correctional Officers: Rep. Roberts moved acceptance of Commissioners request to add **\$1,100.00 to Line 4230.03.06 - Payroll Correctional Officers**. The motion was seconded by Rep. Meader. Motion passed (promoting an officer to sergeant).

4230.97 00 - Equipment Purchase: Rep. John Pratt moved the **addition of \$77,434.00 to this Line**. Rep. Lynch seconded the motion. Motion passed.

4230 - CORRECTIONS BUDGET: Rep. John Pratt moved approval of the **CORRECTIONS BUDGET as amended, grand total of \$1,637,478.00**. Motion was seconded by Rep. Meader. Motion passed.

4301 - FARM:

Rep. Meader moved approval of the Commissioners' Proposed 1999 Budget for this cost center. Rep. Mitchell seconded the motion. Motion passed.

4411 - MAPLEWOOD ADMINISTRATION:

Rep. John Pratt moved Maplewood Administration Budget as amended (**\$7,500.00 removed from Line 4411.29.00 Outside Services MNH Adm. to Line 4170.03.00 Adult Learning Center and \$20,000.00 removed from Line 4411.29.00 - Outside Services MNH Adm. to Line 4426.29.00 - Misc. Services (Speech) for a total of \$275,928.00**). The motion was seconded by Rep. Hunt. Motion passed.

4412 - MNH QUALITY IMPROVEMENT: Rep. Meader moved approval of the Commissioners' Proposed 1999 Budget for this cost center. Motion seconded by Rep. Hunt. Motion passed.

4413 - NURSE PRACTITIONER: Rep. John Pratt moved acceptance of the Commissioners' Proposed 1999 Budget, for this cost center. Motion seconded by Rep. Hunt. Motion passed.

4415 MNH DIETARY: Rep. Hunt moved acceptance of the Commissioners' Proposed 1999 Budget for this cost center. Seconded by Rep. Meader. Motion passed.

4416 - NURSING DEPARTMENT: Rep. Roberts moved approval of the Commissioners' Proposed 1999 Budget for Line 4416 Nursing Department. Seconded by Rep. Doucette. Motion passed.

4417 - ATYPICAL UNIT: Rep. Hunt moved approval of the Commissioners' Proposed Budget for this cost center. The motion was seconded by Rep. Lynott. Motion passed.

4418 - MNH LAUNDRY AND LINEN: Rep. Hunt moved approval of the Commissioners' Proposed 1999 Budget for this cost center. Motion seconded by Rep. Mitchell. Motion passed.

4419 - HOUSEKEEPING: Rep. Lynott moved approval of the Commissioners' Proposed 1999 Budget on this cost center. Seconded by Rep. Doucette. Motion passed.

4420 - MNH PHARMACY: Dr. Barry Stern addressed the Executive Committee early in the a.m. on the need to add a .5 pharmacist at Maplewood. A general discussion took place between the members of the Executive Committee and the Commissioners. The Commissioners stated that they were attempting to secure the additional coverage by a pharmacist on a contract basis.

4420.02 Payroll Staff Pharmacist: Rep. Jack Pratt recommended to the Delegation that a .5 position be added to this Line and that the amount of \$31,512.00 be added to 44230.02 and that \$15,000.00 be removed from Line 4420.29 - Pharmacist Contract. The motion was seconded by Rep. Irene A. Pratt. Motion passed unanimously.

4420 - MNH PHARMACY: Rep. Mitchell moved approval of the amended budget for this cost center in the amount of \$448,184.00. The motion was seconded by Rep. Doucette. Passed unanimously.

4421 - MNH ACTIVITIES: Rep. Lynch moved acceptance of the Commissioners' Proposed 1999 Budget on this cost center. Seconded by Rep. Hunt. Motion passed.

4423 - MNH SOCIAL SERVICES: Rep. Hunt moved approval of the Commissioners' Proposed 1999 Budget on this cost center. Seconded by Rep. Irene A. Pratt. Motion passed.

4424 - MNH OCCUPATIONAL THERAPY: Rep. Hunt moved approval of the Commissioners' Proposed 1999 Budget on this cost center. Seconded by Rep. Irene A. Pratt. Motion passed.

4452 - MNH PHYSICAL THERAPY: Rep. Irene A. Pratt moved approval of the Commissioners' Proposed 1999 Budget on this cost center. Seconded by Rep. Hunt. Motion passed.

4426 - MNH MISC. SERVICES FOR RESIDENTS: Commissioners recommended Line 4426.29.00 increased by \$20,000.00. Rep. Hunt moved the amended amount of \$127,120 as proposed by the Commissioners on this cost center. Motion seconded by Rep. Irene A. Pratt. Motion passed.

4441 - HUMAN SERVICES

Mimi Barber, Human Services Administrator, has addressed the Executive Committee early in the a.m. and provided a revised estimate of figures for the following line items:

4441.54 - OLD AGE ASSISTANCE: This Line from \$47,000.00 to \$42,000.00 for a decrease of \$5,000.

4441.55 - AID TO THE PERMANENTLY AND TOTALLY DISABLED: This Line from \$410,000.00 to \$400,000.00 for a decrease of \$10,000.00.

4441.55- INTERMEDIATE NURSING CARE:,, This Line from \$3,588,000.00 to \$3,450,000.00 for a decrease of \$138,000.00.

4441.58 - BOARD AND CARE OF CHILDREN: This Line from \$650,000.00 to \$640,000.00 for a decrease of \$10,000.00.

4441.29.00 - OUTSIDE SERVICES: This Line from \$1,575.00 to \$6,025.00 for an increase of \$4,450.00.

THE ABOVE CHANGES REFLECT A NET DECREASE OF \$158,550.00 FROM REQUEST.

Rep. Lynch moved approval of the amended Line items and the adjusted total of \$4,599,955.00. Motion seconded by Rep. Hunt. Motion passed.

4442 -CASE MANAGER:

Rep. Irene A. Pratt moved approval of the Commissioners' Proposed 1999 Budget for this cost center. The motion was seconded by Rep. Doucette. Motion passed.

4447. - CHILD DAY CARE:

Rep. Hunt moved approval ;of the Commissioners' Proposed 1999 Budget for this cost center. Rep. Roberts seconded the motion. Motion passed.

4450-4455 -OUTSIDE SERVICES:

4450.00 - Juvenile Conference Committee: Rep. Lynch moved approval of the Commissioners' Proposed 1999 Budget for this Line. Seconded by Rep. John Pratt. Motion passed.

4451.00 - HCS Community Care, Inc.: Rep. Lynch moved approval of the Commissioners' Proposed 1999 Budget for this Line. Seconded by Rep. Hunt. Motion passed.

4452.00 - Women's Crisis Center: Rep. Roberts moved approval of the Commissioners' Proposed 1999 Budget for this Line. Seconded by Rep. Doucette. Motion passed.

4453.00 - Monadnock Region Substance Abuse: Rep. Doucette moved approval of the Commissioners' Proposed 1999 Budget for this Line. Seconded by Rep. Roberts. Motion passed.

4454.00 - Keene Community Kitchen Inc.: Rep. John Pratt moved that this Line be increased to \$7,000.00 (\$4,000.00 "in kind" food and \$3,000.00 in cash). Motion was seconded by Rep. Lynch. Motion passed.

The following were approved as proposed by the Commissioners' Proposed 1999 Budget:

CHINS Diversion: Rep. Roberts moved approval of this Line. Seconded by Rep. Doucette. Motion passed.

Keene Senior Citizens, Inc.: Rep. Doucette moved approval of this Line. Seconded by Rep. Hunt. Motion passed.

Cheshire County Youth Profile: Rep. Lynch moved approval of this Line. Seconded by Rep. Doucette. Motion passed.

Millennium Minutes: Rep. Roberts moved approval of this Line. Seconded by Rep. Mitchell. Motion passed.

4456 - PILOT PROJECT (Management of Medicaid Money In The County): Rep. Lynch moved approval of the Commissioners' Proposed 1999 Budget for this cost center. Rep. Roberts seconded the motion. Motion passed.

4511 - ASSISTED LIVING: Rep. Hunt moved approval of the Commissioners' Proposed 1999 Budget on this cost center. Rep. Irene A. Pratt seconded the motion. Motion passed.

UNH EXTENSION SERVICE: Rep. John Pratt moved approval of the Commissioners' Proposed 1999 Budget for this cost center. Seconded by Rep. Irene A. Pratt. Motion passed.

4619 CHESHIRE COUNTY CONSERVATION DISTRICT: Rep. Roberts moved approval of the Commissioners' Proposed 1999 Budget for this cost center. Seconded by Rep. John Pratt. Motion passed.

4711-4723 - DEBT SERVICE: Rep. John Pratt moved approval of the Commissioners' Proposed 1999 Budget for this cost center. Seconded by Rep. Hunt. Motion passed.

4900 - CAPITAL OUTLAY:

LINE 4900,97.34 - Equipment Purchases: Computer Line increased by \$22,166.00 by previous vote on the Y2K Computer Budget - Grand Total Increased to \$667,576.00. Rep. Hunt moved approval of the amended cost center. Rep. John Pratt seconded. Motion passed.

4915 - CAPITAL RESERVE:

Rep. Roberts moved approval of the Commissioners' Proposed 1999 Budget on this cost center. Seconded by Rep. Hunt. Motion passed.

REVENUE SUMMARY:

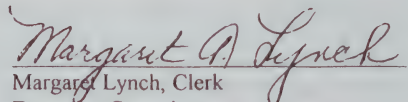
Rep. Hunt moved acceptance of revenue changes as proposed by Rep. John Pratt. Seconded by Rep. John Pratt. Motion passed.

MONEY TO BE RAISED BY TAXES: \$8,296,498.00.

Changes made by the Executive Committee added \$74,808.00 to the Commissioners' Proposed 1999 Budget.

Meeting is suspended.

Respectfully submitted,


Margaret Lynch, Clerk
Executive Committee
Cheshire County Delegation

MINUTES
Cheshire County Delegation Meeting
Monday, March 1, 1999
Cheshire County Courthouse - Keene, NH

PRESENT: Representatives Avery, Batchelder, Doucette, Hunt, Lerandean, Lynch, Lynott, Meader, Mitchell, Irene A. Pratt, John Pratt, Richardson, Riley, Roberts, Robertson, Rose, Royce, Smith and Zerba; Commissioners Daschbach, Davis and Martin, County Administrator Woznak and secretary Pardus.

Delegation chairperson John Pratt called the Cheshire County Delegation to order at 7:00 p.m., to review and adopt the 1999 Budget. He then turned the meeting over to the chairman of the Executive committee, Representative Avery, to present the Budget.

Representative Avery stated that the Commissioners' Proposed 1999 Budget did not change much. Representative Avery pointed out several changes to this budget as proposed in the Executive Committees' Proposed 199 budget.

Page 52 - Line 4211.97.00 - Equipment Purchase: Commissioners proposed \$15,847.00, Executive Committee proposed 94,402.00. The Executive Committee has recommended increasing this Line to give the Sheriff four (4) new automobiles this year; two (2) on purchase and two (2) on lease, then put away money for two (2) replacements each year.

Representative Robertson asked why we did not buy the four (4) this year and save money by not having to pay interest. Representative Avery said they would like to purchase just two (2) this year and lease two(2) and then start a rotation for replacing two (2) each year without having to purchase four (4) cars this year. Representative John Pratt and Sheriff Foote spoke to the item. Much discussion followed.

Representative Robertson moved that the County purchase four (4) vehicles for the Sheriff's Department outright this year and increase **Line 4211.97.00 to \$126,503.00**, seconded by Representative Lerandean.

On a roll call vote, the motion failed. Six (6) Representatives voted yes, thirteen (13) Representatives voted no.

Line 4219.97.00 -Equipment Replacement - SWNH Fire Mutual Aid: Commissioners' Proposed \$7,588.00 for this Line; Executive Committee proposed an increase for this Line to \$22,866.00. This increase is for the new tower for radio equipment.

Line 4230.97.00 - Equipment Purchase for Department of Corrections: The Commissioners proposed \$7,508.00 for this Line, the Executive Committee increased this Line to \$84,942. This is to cover the cost of having the computers/software Y2K compliant. Superintendent Van Wickler justified necessity of updating the computer software which is very expensive. The software has to be compatible with the software HOC is now using i.e., CJIS and AFIS.

Line 4420.29.00 - Pharmacist-Contract: Commissioners' proposed \$15,000.00 for this Line. After much deliberation and information received from the MNH doctor and pharmacist on the possibility of getting a staff pharmacist which they had originally asked for and the Commissioners decided they wanted to go with the contract. The Executive Committee reversed the Commissioners' proposal by **decreasing Line 4420.29.00 - Pharmacist Contract to \$0.00 and increasing Line 4420.02.00 - Payroll, Staff Pharmacist to \$31,512.00**

There were no further questions on the Commissioners' Proposed 1999 Budget.

Commissioner Martin stated that there was a 1.75% cost of living increase across the board built in to the budget for county employees.

Representative Royce made a motion:

To transfer and reclassify Cheshire County Youth Profile amount of \$20,000.00, **from Line 4458.00.00 to Line 4441.58.02** and;

To transfer and reclassify CHINS Diversion Program amount of **\$16,700.00, from Line 4456.00.00 to Line 4441.58.01.**

To **approve the revised total for the Human Service budget of \$4,636,655.00.**

This motion was seconded by Representative Lynch.

On a voice vote, the motion passed unanimously.

Representative Smith questioned the two (2) new Outside Agencies in the budget; Keene Senior Citizens, Inc. and Millennium Minutes.

Commissioner Martin informed the Delegation Meeting for their reasons for the funding of these two agencies.

Representative Hunt made a motion to accept the budget of \$20, 480,376.00, as proposed by the Executive Committee, seconded by Representative Mitchell.

On a roll call vote, the motion passed. Eighteen (18) representatives voted yes, one (1) representative voted no.

Representative Smith made a motion, seconded by Representative Hunt, that the taxes to be raised from the city of Keene and the towns are \$8,296,498.00.

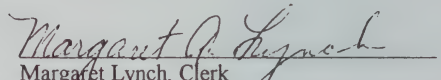
On a roll call vote, the motion passed. Eighteen (18) representatives voted yes, one (1) representative voted no.

Representative Robertson complimented the Commissioners and the Executive Committee for all their work for a well organized budget.

Representatives Avery and Pratt also expressed their appreciation to the Commissioners and Executive Board and all the various department heads and county employees involved in the budget process.

The meeting adjourned at 8:00 p.m.

Respectfully submitted,


Margaret Lynch, Clerk
Cheshire County Delegation

FARM COMMITTEE MEETING

March 29, 1999

Present: McKim Mitchell, John Porter, Bruce Clement, Pete Davis, Jim Meehan, John Fitzpatrick, Dave Putnam, Bob Simons, Heather Dixon

Absent: Edwin Smith, Dan Burnham, and representatives from Maplewood and House of Corrections

Purpose of meeting: To define 10-year plan of the Cheshire County Farm

John Porter was present from the Merrimac County Extension Service. He is a state dairy specialist. He consults in dairy issues across the state. He has been asked to consult on issues at the Farm in regards to increasing profitability and options for the Farm, and he has been involved in previous discussions on herd size and cropping practices.

Mr. Mitchell noted that a number of representatives of the Delegation are anti-farm. The Delegation decided that a Farm Committee should be established to determine the future of the Farm. Farm Committee members are McKim Mitchell (chair), Edwin Smith and Dan Burnham.

Mr. Mitchell would like to see the Farm run in such a way that Dave Putnam, Farm Manager; and Bob Simons, Herdsman do not have to annually justify for the Farm's continued operation. He would also like the Farm to be as productive as possible.

Mr. Meehan noted that there have been a number of committees over the last few years that have looked into the best use of the Farm. The more he worked with Mr. Putnam and Mr. Simons at the Farm the more he realized what an asset the Farm is not only to the County but to the community as well. He noted the work ethic and dedication of both men. He also noted that the herd should be increased and we should try to reduce the labor-intensive jobs such as cordwood and the garden. He also stated that increasing the herd size is Mr. Putnam's idea. Milk production has increased as Mr. Putnam has projected. Mr. Meehan would like to see the Farm an established part of Cheshire County, something that we can be proud of.

Mr. Porter stressed the tie-in with Corrections. The Farm is a great tool for training and rehabilitation of inmates, and not every rehabilitation program makes a profit. He pointed out that the County Farms have been held to a profit/loss within the county budget instead of being viewed as part of a Correctional Rehabilitation Program.

Mr. Mitchell stated that he remembered as a child seeing the inmates out working on the Farm and in the garden and observed that we have moved away from that. He believes that working at the Farm teaches people work ethics and has a positive effect on society where individuals are giving back to the community, making people accountable for their actions.

The remaining county farms that have dairy herds are in the Connecticut River Valley, Coos, Grafton, and Cheshire. Coos and Grafton have approximately 85 head while Cheshire has 70 head.

Mr. Porter stated that there is a place where efficiency will start improving and you will get better income per cow.

Mr. Clement wondered that if increasing the herd meant an increase in labor. Mr. Putnam explained that when he first started working for the Farm there were four (4) employees, that was cut back to two (2) with the same workload. Along with the two (2) full time employees there is a part-timer. Although the part-timer is scheduled for thirty-four (34) hours per week he works as much as the others, without benefits, and that does not include milking. He is looking at the possibility of increasing the part-time position to a full time position. Mr. Putnam stated that Bob and I are doing a lot of things that require a lot of time and supervision of the inmates. They feel they have come to the point that they need another full time position to help with the supervision of the inmates. As it is now, it is hard for either of us to take a day off. If the herd were expanded they would be looking for a full time person to assist with the milking chores. As it is now, if either of us became ill, the other would be doing all the work. Just a few years ago Mr. Simons became ill and I had to do the milking along with the harvesting. It is discouraging to put in many, many hours a week and have someone say, "Good job, keep it up" and then have to fight against the demise of the Farm. Mr. Meehan pointed out that if the Farm is to continue we need to prepare for illness, vacations, and retirement.

Mr. Putnam brought up the point that they supervise the inmates just as the Corrections Officers do. One of the many differences he pointed out was that he and Mr. Simons were role models for the inmates. He has observed that Mr. Simons is a father figure to "the boys" and they respect him. We give inmates structuring (i.e.: time to get up and go to work) What we offer to inmates is very subtle and how can you put a price tag on that? How do you put structuring and learning respect on a resume? It does open their eyes for a brief period of what life is like. "The boys" are getting younger and younger. Right now we have 16 and 17 years olds that have never worked a day in their life. Mr. Meehan has seen a number of former inmates in the DWI program he runs and they all speak very highly of Mr. Simons and the best thing that happened to them was being at the Farm. Mr. Putnam states that the Officer to inmate ratio is greater than the inmate to farmer ratio. If the farm were not in existence salaries would be absorbed by the House of Corrections doing something at a higher rate and higher level across the board.

Mr. Mitchell said that some members of the Delegation would be taking a field trip to all County Facilities to compare and see what is going on.

In a discussion about profit and loss, Mr. Fitzpatrick said that there would be people who will look, every year, at the bottom line in the annual budget and not think to consider other positive aspects of the Farm. Mr. Fitzpatrick agrees with Mr. Clement that other sources of funding should be investigated.

Mr. Putnam said that the money in the Capital Reserves has dwindled down to almost nothing over the last few years. There used to be money in the Reserves to cover breakdowns. When we have major breakdowns now, it effects the taxpayers in one year. There are a number of pieces of equipment that the Farm uses on a daily basis that is 10+ years old; some are even 30 years old. The equipment repair lines are high because of the age of the equipment. They are reluctant to request new equipment without being able to balance the budget. They did have an equipment replacement schedule but many times the money was defeated. The years that the Farm was significantly over in the budget we had different Commissioners. There was money in the Capital Reserve and we had to purchase a number of pieces of equipment from the operating budget that had to be covered by the milk check.

Mr. Clement suggest that an equipment inventory be made and implement a replacement policy so that it can be a regular budgeted item and not be hit with big repair bills. Mr. Simons indicated that the County did have a replacement schedule that unfortunately went by the wayside. Mr. Meehan stated that in the late 1980's and early 1990's monies had been put into Capital Reserves for specific projects and equipment. Between 1991 and 1993 monies had been taken out for other projects, not the projects that this money had been earmarked for. We need to start putting money back into the Capital Reserve fund for equipment purchases and other projects. Mr. Putnam recommended starting to set aside money for expanding the barn and for manure storage and other future Farm projects. Mr. Meehan recommended coming up with an honest ten (10) year plan that included Reserves.

Mr. Putnam informed the Committee that the Farm currently produces about 100 tons of manure a week. We need to be looking at manure storage in the near future as we are in the river basin. It is not going to be long before the farms in the river valley are going to be mandated to do something about water quality. Possibly between \$50,000– \$100,000 for a concrete bunker. In speaking with the USDA there are limited funds for the County for manure storage.

Mr. Meehan inquired as to our next move. Mr. Porter again stressed the tie-in with the House of Corrections, and he suggested that they be on the Farm Committee. Mr. Meehan indicated that the HOC has been invited many times. Mr. Clement said that the Superintendent usually sends someone in his stead. Mr. Mitchell said that the Farm is one-third of what the whole Complex is all about and for the Complex to be successful and to work effectively it is in Corrections best interest that the Farm work well as well as the Nursing Home and that attitude should be universal.

Mr. Davis said that all the Commissioners strongly support the Farm. Even though the Farm does run in the red it is a small percentage of the overall budget.

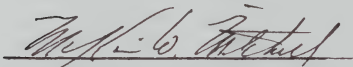
Mr. Putnam asked Mr. Porter about an Agricultural Engineer. Mr. Porter recommended Stan Weeks of Cazenovia, NY. Mr. Weeks is the former Ag Engineer for Agway and he used to run their research center.

Mr. Clement said that UNH is putting in place a more aggressive dairy intern program. If we were part of that program we could get some interns looking to get some hands-on experience. The County would have to house them and the former Day Care Center was suggested. It would help with the labor issue. Mr. Putnam said that he and Mr. Simons have a lot to offer these students. Mr. Porter feels that we would not have a problem getting students here. Everyone was in agreement in becoming involved with this program.

Decision was made to contact Mr. Weeks and set up a meeting with him, Mr. Porter, Mr. Mitchell, Mr. Putnam, Mr. Simons, and Mr. Meehan.

Mr. Putnam said that Marshall Patmos is in the process of upgrading the ten (10) year timber plan.

Mr. Mitchell indicates that we had started prioritizing areas that we need to go in. The Committee would like to have Mr. Weeks at the next meeting. The Committee would also like to have a representative from Maplewood and the House of Corrections. Mr. Meehan offered to contact Maplewood and the House of Corrections.



Rep. McKim Mitchell
Farm Committee Chairman

MINUTES
Cheshire County Executive Committee Meeting
Monday, April 26, 1999 – Administration Bldg., Keene, NH
First Quarter Budget Review

PRESENT: Representatives Avery, Doucette, Lynott, Meader, Mitchell, Irene A. Pratt, Jack Pratt, Roberts and Russell, Commissioners Daschbach, Davis, and Martin, County Administrator Wozmak, Finance Director Knowlton, secretary Pardus and briefly, Human Services Director Barber.

Chairman Avery convened the meeting at 7:00 p.m.

Commissioner Martin mentioned that there are some Maplewood revenues that have not been recorded yet, so our revenues are higher than what shows and our expenditures are well below what they should be, the county is in fine shape as far as the Budget goes overall.

Rep. Jack Pratt asked if an assistant pharmacist was hired? Commissioner Daschbach responded that a part-time pharmacist was hired for a 20-hour week and started work on April 5, 1999. This person will be available to fill in for the pharmacist when he is sick or on vacation.

Rep. Jack Pratt inquired about the vehicles for the Sheriff's department. County Administrator Wozmak told the committee he spoke with the Sheriff and that delivery was expected within 30 to 40 days. The Sheriff has already made decisions on what vehicles will be given to House of Corrections and which will be traded.

County Administrator Wozmak informed the committee that the software for the HOC had been narrowed down to one company that appears to be able to provide what is needed. He has been discussing funding with the Attorney General's office in Concord and feels that the county may be able to receive some funds. Rep. Hunt is presently looking over the package of software from the company and will meet with County Administrator Wozmak to discuss his findings.

Rep. Jack Pratt inquired about the opening ceremony of the Assisted Living apartments. Commissioner Daschbach said the opening ceremony would take place sometime after June 10th. Commissioner Daschbach also told the Executive Committee that on Friday, April 23rd, Maplewood Nursing Home had received its second annual Deficiency Free Survey.

Rep. Doucette inquired if the cost of a person living in the Assisted Living apartments is higher than being a resident in the nursing home? Commissioner Martin responded no.

Finance Director Knowlton advised the Executive Committee that she has hired an accountant and an accounting clerk for the Finance office.

Rep. Avery asked if the Southwest Fire Mutual Aid had purchased and constructed the tower with the money the Delegation appropriated. Commissioner Martin responded that he did not know. County Administrator Wozmak will follow-up and report his findings to the Committee.

Rep. Russell asked if the county was Y2K compliant. Finance Director Knowlton said that all the computers that were purchased have passed the Y2K test, and she has letters from the vendors stating that they are Y2K compatible. She also told the Executive Committee that the county was sending out 2 computers at a time to be upgraded and this project was almost completed. County Administrator Wozmak also mentioned that the county had sent out between 300/400 letters to vendors the county uses asking if their products were Y2K compatible. MNH, HOC and the administration building computers have all been physically tested and they proved to be Y2K compatible. County Administrator Wozmak advised the Committee that the county had made a priority list and much of the work has been completed leaving time for any other problems that may come up. Human Services is at a similar point with other state agencies. Rep. Mitchell asked if the county had anything in writing from the vendors verifying their products were Y2K compatible? County Administrator Wozmak noted the vendors we purchase equipment from give the county written statements specifying their product/s are Y2K compatible. We have not accepted the vendors' word; we have tested the equipment purchased County Administrator Wozmak said.

4425.36 – PT Outside Services: Rep. Irene A. Pratt inquired as to whether we had gone over budget for the 1st quarter. Commissioner Daschbach told committee members that the outside PT person has now been hired and is a county employee.

Rep. Avery then turned the meeting over to Human Services Director Barber since there were no more questions on the budget.

Human Services Director Barber gave the Executive Committee a handout explaining her request. Ms. Barber asked the Executive Committee for their support by way of a motion to use monies received from the state for \$63,954.13 (DCYF money) to augment the Cheshire County Youth Profile Program (\$20,000) by creating a Capital Reserve Account. Much discussion followed. Some committee members felt that because this was a new program, they wanted to wait to see if it was successful. Rep. Irene A. Pratt and Rep. Lynott felt that some of the money should be made available for this year's Community Youth Profile awards.

Rep. Irene A. Pratt made a motion to add \$20,000 of the money received from DCYF to the Community Youth Profile, seconded by Rep. Mitchell. Commissioner Martin spoke in favor of the motion specifically pointing to the recent tragedy in Colorado. He mentioned that \$20,000 was a small sum for 23 towns to share for our youth for preventative programs, and that maybe with the added money, towns would be able to support more creative programs.

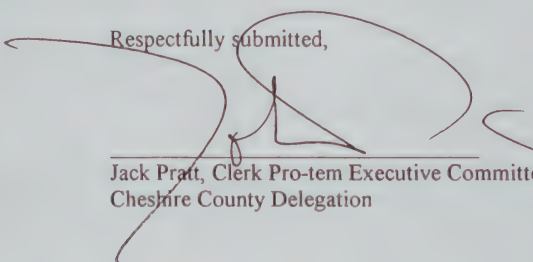
Rep. Jack Pratt made a motion to table the motion of Rep. Irene A. Pratt, seconded by Rep. Russell, voted unanimously. Rep. J. Pratt asked Human Services Director Barber to return to the Delegation Meeting after the June 15th closing date with information on the number of Community Youth Profile applications received and information on the various types programs submitted.

Commissioner Davis asked the Executive Committee for information on their feelings concerning the county's borrowing to construct the Jaffrey District court. Commissioner Martin

explained that the County Attorney reported that the county does not have to go back to the Delegation, their vote is still valid. Rep. Jack Pratt spoke to HB707, saying that the Judicial Committee is in the process restructuring District Courts. Commissioner Davis mentioned that the plans for the Jaffrey court include a Family Court. Commissioner Martin said that in the original proposal, the Delegation stated that the county would not bond the project without an agreement from the State of NH to lease the building at a certain price from the county to pay for the bond. There was speculation on the projects the county is involved in, Feasibility for the HOC, parking garage/courthouse renovations and etc. Commissioner Martin affirmed that the county was in good shape for bonding. It was mentioned that there was a copy of the study for the parking garage/courthouse expansion in the Commissioners' office available for perusal and that the next meeting for the project is on Jun 8th at 8:30 a.m. at city hall. The Parking Garage Study Committee will present their recommendations to the Delegation and City of Keene by the end of June.

The meeting adjourned at 8:00 p.m.

Respectfully submitted,



Jack Pratt, Clerk Pro-tem Executive Committee
Cheshire County Delegation

**Public Hearing
Cheshire County Delegation Meeting
Monday, August 2, 1999
Courthouse – Keene, New Hampshire**

PRESENT: Representatives Avery, Burnham, Doucette, Lerandean, Lynch, Lynott, Mc Gurik, Meader, Mitchell, Irene A. Pratt, John Pratt, Richardson, Riley Robertson, Rose, Royce, and Zerba, Commissioners Daschbach, Davis and Martin, County Administrator Wozmak, Sheriff Foote, Finance Director Knowlton, Assistant Finance Director Trombly, secretary Pardus, Jeff Porter, Cheshire County Conservation District and briefly Human Services Director, Mimi Barber.

Rep. John Pratt asked if there were any additions or corrections to the Agenda, no reply from the Delegation.

Representative Riley made Motion I. "Move that the Cheshire County Delegation amend the 1999 budget by the addition of \$439,557 in revenue known as the "Michigan Plan" or "Medicaid Enhancement Fund" or "The Proportionate Share Payment" or "PSP" or "Proshare" as follows:

1. \$219,778.50 to Account 3111.00.00 for the reduction of taxes to the city and towns, and
2. \$219,778.50 to Account 3915.00.00 to be placed into Capital Reserves as designated by the Cheshire County Commissioners."

Representative Avery seconded the motion. Commissioner Martin gave additional information on the motion to the Delegation. Rep. Zerba asked Commissioner Martin if there was a certain percentage used to place money into the Capital Reserves. Commissioner Martin said there is no set percentage and gave further explanation on the matter to Rep. Zerba.

A roll call vote was taken on Rep. Riley's motion. The motion passed, voted unanimously by the seventeen (17) Representatives of the Delegation.

Rep. Irene A. Pratt presented MOTION 2: "Move that the Cheshire County Delegation amend the 1999 budget by the creation of a Capital Reserve Account titled the Cheshire County Community Youth Profile Grant Program and fund the account with the \$63,954.13 refund recently received from the State of NH, DHHS which returned to the county emergency assistance funds paid by the county and to expend these funds on Community Youth Profile Grants." Representative Zerba seconded the motion. Rep. Irene A. Pratt spoke to the motion saying she wished to see the money used for children's activities and to have this program administered by the committee who have worked on the "Incentive Fund" grants along with the Commissioners.

Rep. Avery spoke in opposition of this motion. Rep. Avery stated that the Commissioners and Human Services Director Barber had come to the Delegation with this new program and that the Delegation funded it on a trial basis for one year. If the program is successful, they can return in Y2000 and asked for the funding to continue. Rep. Avery said the money should go back into the General Fund to be used in future years and the Delegation should stand by what was agreed upon for this year. Rep. Burnham asked for an explanation of what the money would be used for. Human

Services Director Barber gave the Delegation a brief explanation on how the money would be used to benefit children not only from Keene but also outlying towns this year and in future years. Discussion followed with more questions. Rep. Lynch pointed out that the proposals asking for funding are required to put in money or in-kind services, it is not a complete give away on the county's part. Rep. Lynch pointed out that the Executive Committee met prior to the Delegation meeting tonight and after discussion, voted for Rep. Irene A. Pratt's motion by a vote of six (6) to three (3). Rep. Lynch mentioned that the final decision of what programs are to be funded would be made by the Commissioners. Rep. Lynch stated that the Delegation needs to have confidence in the people who represent them. These people are working for the interest of the county and in this case for the children of the county.

Rep. John Pratt said he came to the meeting committed to support the motion he received in the mail listed on the Agenda. Rep. John Pratt said it was consistent with the memorandum he received from Human Services Director Barber and it was also consistent with a conversation he had with her by phone. The motion made by Rep. Irene A. Pratt is different than the motion the Delegation received in the mail. He noted the motion made by Rep. Irene A. Pratt is consistent with a memorandum that Commissioner Martin has. Rep. John Pratt stated that he is opposed to the motion made by Rep. Irene A. Pratt on two grounds. First, the Delegation voted \$20,000 for a new program; we should give this program an opportunity to prove its worth. Second, if we put \$45,000 or \$50,000 into programs this year, next year they will probably be asking for \$70,000 to \$80,000. Rep. John Pratt said the Delegation should stay with what they originally agreed upon. Rep. Robertson felt that \$20,000 in a county of 70,000 people was very little money to spend on the children in the city of Keene and the twenty three (23) towns in the county. Rep. Robertson stated that we were sending the money back to the tax paying towns; the towns realized that this was seed money and that they probably would not be coming back to ask for \$70,000 or \$80,000 next year. A motion was made by Rep. Lynch, seconded by Rep. Avery to close the discussion on this motion, voted unanimously.

A roll call vote was taken on Irene A. Pratt's motion 2. Motion passed with thirteen (13) representatives voting yes and four (4) representatives voting no.

Rep. Lynott made MOTION 3: "Move that the Cheshire County Attorney be authorized to accept grant funds and awards and to enter into any related contracts for the purpose of advancing domestic violence prosecution efforts." Representative Avery seconded the motion.

Rep. Mc Guirk questioned this motion. His concern was due to the wording "to enter into any related contracts" in the motion. Commissioner Daschbach spoke to the motion since Attorney Burke was not able to attend the meeting. County Administrator Wozmak also informed the Delegation that the County Attorney had money in his budget for this purpose but wanted the Delegation's approval to apply for grant funds thereby using less of the county's money.

A roll call vote was taken on Motion 3: Motion passed with sixteen (16) representatives voting yes and one (1) representative voting no.

Rep. Royce presented MOTION 4: "Move that the Cheshire County Sheriff be authorized to accept grants and awards and to enter into any related contracts with the New Hampshire Drug Task Force, to hire and purchase the necessary equipment for a Deputy Sheriff to join the NH Drug Task Force."

Motion seconded by Representative Zerba. Sheriff Foote gave the background on this motion to the Delegation.

Much discussion followed. Rep. Robertson gave statistics on the drug problems in this country, citing current articles in print. Rep. Robertson spoke at length against adopting this motion. Rep. Lynch asked Sheriff Foote if the grant would pay for the new Deputy Sheriff and how long the grant would run? If the grant was for one or two years, would that mean that the county would have to pick up the additional cost of the Deputy Sheriff? Sheriff Foote said he did not have all the information from the Attorney General's office concerning the grant but he was going to a meeting on Friday. Sheriff Foote said the grant would pay for the additional officer for two years and after that funding would be reduced. Rep. Rose said he agreed with Rep. Robertson and he also wanted to know if the Deputy's time would be only for dealing with drug problems. Sheriff Foote said the Deputy would be hired as a full time supervisor of the Drug Task Force now working in Cheshire County. Representatives continued to question Sheriff Foote concerning the Drug Task Force. Rep. Lynch wanted to know what price the county would have to pay for this additional Deputy Sheriff if his salary was not covered by the grant. Sheriff Foote said it would be somewhere around \$25,000 to \$30,000. Rep. Lynch asked what the closing date to apply for this grant. Sheriff Foote said the date for application was open-ended but he would be receiving more information at the meeting he was attending on Friday, August 6, 1999.

A roll call vote was taken on Motion 4: Motion failed with eight (8) representatives voting yes and nine (9) representatives voting no.

Rep. Rose presented MOTION 5: "Move that the Cheshire County Delegation amend the 1999 Capital Budget by reallocating a total of \$3,144.00; \$600 from Account Number 4900.97.50, Code #52-03-99 and by allocating \$2,544.00 from Account Number 4900.89.52, Code #52-03-99 and using these capital funds to purchase two Advantage brand wandering alarm system units for installation on two doors in the new Assisted Living Wing." Motion seconded by Rep. Robertson. Maplewood Nursing Home Administrator Beeler spoke to the motion and answered questions.

A roll call vote was taken on Motion 5. Motion passed with unanimous vote, sixteen (16) representatives voting in favor.

Commission Martin spoke to item 6 on the Agenda, giving the Delegation an update on the Parking Committee's ideas up to the present. Commissioner Martin said there would be a Public Hearing in September and the city would be making decisions based on the public's input whether to build the garage or not.


Rep. Royce spoke briefly on item 7 concerning the Jaffrey-Peterborough District Cost House facility. He gave an update of the bill he introduced along with Senator Blaisdell and Rep. Avery as co-sponsors. He also mentioned that the land to build the courthouse on was given by the Belletete family with the stipulation that a courthouse would be built on the land by 2001. If the courthouse were not constructed on the land by 2000, the land would revert back to the Belletete family. Commissioner Davis pointed out that the Delegation approved a bond issue for construction of the courthouse in May 1996; he pointed out that the Delegation's approval of the bond issue is still valid. Rep. Royce mentioned that Carroll County's Superior Court is the number one project on the

Governor's list to be funded, but they are not ready to build. Rep. Royce said that Cheshire County is ready and hopes that the county will receive funding from the State.

Jeff Porter, Chairman Board of Supervisors Cheshire County Conservation District which is supported by an annual appropriation from Cheshire County. He spoke to item 8 on the Agenda. Mr. Porter invited the Commissioners and Cheshire County Delegation to an informational session, which would include orientation to District operations, and a tour of selected conservation practices sponsored by the District. Mr. Porter gave the Delegation and Commissioners a handout outlining some of the services provided by the Conservation District. Mr. Porter said he came to the meeting to find out if there was any interest in taking a tour in October and the amount of time they had for the tour. Rep. John Pratt said that the Commissioners would take a poll as to the interest shown and they would contact Mr. Porter with the results.

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,


Margaret Lynch, Clerk
Cheshire County Delegation

MINUTES
Cheshire County Executive Committee Meeting
Monday, August 2, 1999 – Cheshire Courthouse
Second Quarter Budget Review

PRESENT: Representatives Avery, Burnham, Doucette, Lerandean, Lynch, Lynott, McGuirk, Meader, Mitchell, Irene A. Pratt, John Pratt, Richardson, Riley, Robertson, Rose, Royce, Russell and Zerba, Commissioners Daschbach, Davis and Martin, County Administrator Wozmak, Sheriff Foote, Finance Director Knowlton, Assistant Finance Director Trombly and secretary Pardus.

Chairman Avery convened the meeting at 7:00 p.m.

Representative Avery asked the Executive Committee if anyone had any questions on the Second Quarterly Budget Review.

Page 24, Line 4301.97.00, Farm Equipment Purchase: Rep. Lynch asked what the actual purchase was since this item was not in the 1999 budget.

Finance Director Knowlton responded that it was referred to as a hot water heater line sterilization, which needed to be replaced. Commissioner Davis explained that it was for a milk machine.

Page 45, Line 4420.33.00, Pharmacy Purchase-Drugs: Rep. John Pratt questioned why this Line was over budgeted at six-months.

Commissioner Martin said that Pharmacy revenues were up and that this Line would balance out.

Rep. Avery inquired about how the part-time pharmacist was working out. Commissioner Daschbach said the person has been employed since April and the Pharmacy Department is fully staffed.

Page 40, Line 4416.07.01, Nursing R/R – Per Diem RN & Line 4416.07.03, Nursing P/R – Per Diem CNA: Rep. Lynch pointed out that these two Lines were way over budget at this time.

Maplewood Nursing Home Administrator Beeler gave an explanation to the Executive Committee. Maplewood Nursing Home would prefer to hire full time RN's and CNA's but have found that people applying would prefer to work just certain days and hours rather than be on staff. Commissioners and MNH Administrator Beeler have been working on this problem; it is a state wide problem. Much discussion followed about the difficulty with too few CNA's in the workforce.

There were no more questions concerning the budget.

Rep. Avery asked the Executive Committee if they would like to take a position on the money that is being asked to be put into a Capital Reserve Account titled the Cheshire County Community Youth Profile Grand Program or would you like the Delegation to vote on it? Rep. Irene A. Pratt said she would like the Executive Committee to make the recommendation to approve the establishment of

this Capital Reserve Account in the amount of \$63,954.13. Representative Mitchell seconded the motion.

Rep. Avery asked if there was any discussion on this motion. Rep. Avery said he would have to vote against this motion. Rep. Avery said that this program was a trial program this year and that the Delegation had funded it \$20,000; he said the results of the program were not in yet therefore the refund should go back to the county General Fund.

Rep. Irene A. Pratt said she was very much in favor of the motion. She mentioned the proposals will be looked at on August 12th, she felt that the \$20,000 allocated in the 1999 budget was a small amount of money to be divided up between the towns and city of Keene. She would like to see this money used to support programs for children and said this may be a once in a life time opportunity. Some of this money could be used to continue some of the programs already being funded by the county.

Rep. John Pratt spoke in favor of supporting the motion but was under the impression that the money would not be expended this year. Rep. John Pratt also agreed that since the money came from children's programs, it was not too much to ask that it be held in reserve for children's future programs.

Rep. Lynch asked if one of the Commissioners would comment on the motion. Commissioner Martin spoke in favor of the motion. Commissioner Martin is on the committee to review the programs and mentioned that some really good ideas have been proposed. He pointed out that it could help save money for the county. If there were programs for children to attend, it might keep them out of mischief thereby saving the county having to pay for placement.

Rep. Lynch strongly supported Rep. Irene A. Pratt's motion saying that this was an opportunity to make good use of the money that was originally for the children. It is an investment in the future and may save the county money in the long run because it would give children opportunities outside the regular social service setting and school as Commissioner Martin pointed out.

Rep. John Pratt made an amendment to Motion 1, adding that the Cheshire County Community Youth Grant Program Committee would have to receive approval from the Delegation to spend any of the \$63,954.13. Rep. Lynch then asked to have Rep. Irene A. Pratt speak to this amendment since she has been on the Incentive Funds Committee many years where funds that were returned to the county were spent. Rep. Lynch asked Rep. Irene A. Pratt what if they were not allowed to spend the money without the Delegation's approval? Rep. Irene A. Pratt said the committee makes recommendations to the Commissioners and the Commissioners make the final decisions. Rep. Lynch pointed out that if Rep. John Pratt's motion passed, before any money could be spent a Delegation meeting would have to be called to get approval. Rep. Lynch said she had great faith in the five (5) member committee and also in the Commissioners' decisions.

On a roll call vote taken for Rep. John Pratt's amendment to Rep. Irene A. Pratt's MOTION 1, the motion failed. Three (3) representatives voted yes, six (6) voted no

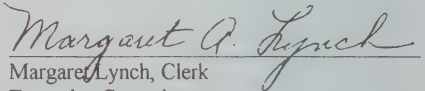
On a roll call vote on Rep. Irene A. Pratt's original MOTION 1, the motion carried. Six (6) representatives voted yes, three (3) voted no.

Rep. Riley spoke briefly to the Delegation about religious counseling that inmates receive at the House of Correction. Also, Rep. Riley stated that with the diverse population of inmates in the county jail, psychological counseling provided by professionals is needed for the inmates on a regular basis. Superintendent Van Wickler is looking for money in the 2000 budget to support counseling for the inmates. Rep. Avery advised Rep. Riley to bring in figures for the counseling when they review the 9-month 1999 budget.

Rep. Jack Pratt and Commissioner Daschbach mentioned exploring the possibility of seeking funds from the state for the provision of psychological counseling.

The meeting was adjourned at 7:32 p.m.

Respectfully submitted,



Margaret Lynch, Clerk

Executive Committee

Cheshire County Delegation

CHESHIRE COUNTY DELEGATION
AUGUST 20, 1999
CERTIFICATION OF ROLL CALL VOTE

I hereby certify that the following is a true and accurate record of a roll call vote on the following motion:

“That the Cheshire County Delegation authorize the Cheshire County Commissioners to apply for Economic Development Community Development Block Grant funds in an amount not to exceed \$350,000.00 for Monadnock Economic Development Corporation on behalf of Benson Woodworking to construct a manufacturing facility in the Town of Walpole, Cheshire County, New Hampshire; that the delegation authorizes the Commissioners to reaffirm the county’s Housing and Community Development Plan, subject to comment at the public hearing; that the county will accept the grants if any are approved and enter into a contract(s) with the Office of State Planning; and further that the County Commissioners are authorized to execute any documents that may be necessary for this project.”

The following twenty (20) representatives voted in favor of the Motion:

Stephen G. Avery, Michael J. Blaisdell, Daniel Burnham, Benjamin DePecol, Richard Doucette, Margaret Lynch, Margaret Lynotte, Joseph P. Manning, Paul McGuirk, David R. Meader, McKim Mitchell, Irene Pratt, John Pratt, Barbara Richardson, William Riley, William Roberts, Timothy Robertson, William Rose, Edwin Smith, Roger Zerba

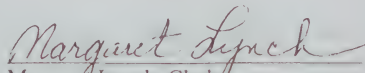
The following three (3) representatives were not available to vote on the Motion:

Robert Batchelder, John Hunt, Charles Royce

The following (2) two representatives were not prepared to vote on the Motion as of August 20, 1999 and abstained pending additional project information:

Ronald Russell, Alfred C. Lerandeanu

This is a Certified Roll Call vote on this motion, dated August 20, 1999.


Margaret Lynch, Clerk
Cheshire County Delegation

Farm Committee Meeting July 26, 1999

Present: Rep. McKim Mitchell, Jim Meehan, Peter Davis, Commissioner, Rep. Dan Burnham, Jack Wozmak, Dave Putnam, and Bob Simons

Absent: Rep. Edwin Smith, Bruce Clement, and Marshall Patmos

Purpose of meeting: To address the report of Stanley A. Weeks, Ph.D. relating to increasing the size of the herd, barn expansion, and manure storage.

Rep. Mitchell opened meeting by asking Dave Putnam, farm manager, if he had any comments concerning Dr. Weeks report? Mr. Putnam communicated that the report was very good and that it confirms our ideas that this expansion is doable and sensible. He continued addressing the following:

Land Base - Our existing managed land of the farm will support an increase to 85 milkers but no more than that due to the lack of corn land. This year we've produced 309 round bales wrapped and stored and 5000 square bales, placed in the barn. The corn crop is looking extremely well as does our alfalfa. We've not been affected by the drought like some farms I've seen recently in New York.

A part of our land base, are parcels 100+/- acres that is leased property and we're not looking to increase that amount. It was considered that long term leases should be sought out so that what the farm is working with now is secure for a good long while.

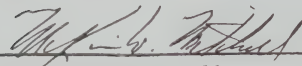
Manure Storage - Due to cost and practicality, a dry storage facility is recommended. The facility would be a concrete bunker with a roof and a ramp in. The dry manure has less smell is easier to manage, and we already have the equipment necessary to manage it. In the unfrozen months the manure is spread daily, other times it is trucked and stored in the fields. New Hampshire has no regulations yet concerning storage where as Vermont doesn't allow manure to be stored uncontained. It was mentioned that there maybe some grant monies available to contribute in offsetting the costs of construction.

Closing discussion of Dr. Weeks report it was suggested by Rep. Mitchell and agreed to by Jim Meehan, that he submit a letter to the committee in following up his report. Mr. Meehan will contact Dr. Weeks requesting that letter.

Jack Wozmak suggested with unanimous agreement that an information packet be produced for all delegation members. The purpose of the packet would be to inform and allow each member to think of questions or concerns that he or she may have; they would then be taken up at the delegations third quarter meeting.

Discussion followed concerning budget, capital budget, equipment (repair/replacement), milk prices and projection.

Minutes recorded and submitted by: Heather Dixon



Rep. McKim Mitchell
Farm Committee Chairman

**Public Hearing
Cheshire County Delegation Meeting
Monday, October 18, 1999
Courthouse – Keene, New Hampshire**

PRESENT: Representatives Avery, Batchelder, Doucette, Lyhch, Lynott, Manning, McGuirk, Meader, Mitchell, Irene A. Pratt, John Pratt, Richardson, Roberts, Robertson, Royce, Russell and Zerba, Commissioners Daschbach and Martin, County Administrator Wozmak, Maplewood Nursing Home Administrator Beeler, Superintendent Van Wickler, Facilities Manager Meehan, Finance Director Knowlton, Sheriff Foote, secretary Pardus, and Mr. Jim Morris, State Attorney General's Office.

Delegation Chairperson John Pratt convened the meeting at 7:45 p.m. Chairperson J. Pratt asked Rep. Lynch, clerk of the Delegation, for a roll call. Seventeen members being present, a quorum was declared.

House of Corrections Feasibility Study: Chairperson John Pratt turned the meeting over to Superintendent Van Wickler for his presentation of the House of Corrections feasibility study. County Administration Wozmak interjected to inform the Delegation that the report had just been received on this day and that the Commissioners had not had an opportunity to read it. County Administrator Wozmak mentioned that a brief summary of the study was available on the table for the Delegation. Superintendent Van Wickler informed the Delegation that this feasibility study, the cost of which was included in the 1999 budget is the result of contracting with a company to discern where the county's criminal justice system is at present and to also work with the county on its future needs. Superintendent Van Wickler introduced a visual chart showing the annual populations at the HOC; this data was collected by using HOC Annual Reports. The original HOC building was expanded in 1987; the chart represents the average daily population in respect to design capacity up to the present year. In 1987, thirty-one (31) additional beds were added to the facility, this was the last addition or enhancement of the physical plant. Superintendent Van Wickler pointed out that the chart showed that the number of inmates each year has increased and was well above the designed capacity level, this statistic being true throughout the nation. Superintendent Van Wickler mentioned that although HOC was not a member of the American Correctional Association, the ACA establishes correctional standards for adult institutions in that each offender should be guaranteed so much square floor footage per inmate, guaranteed a number of shower heads per 8 inmates and etc. When these standards are applied to the current county institution in Westmoreland, it should not hold more than 49 (forty-nine) inmates. Superintendent Van Wickler pointed out that the county's average daily population this year is 100 (one hundred) inmates. Over the last six (6) years, Commissioners have come to the Delegation for money to add beds and at the present time every possible place to add beds has been filled. In some cells today, there is the original bunk, one bunk that has been added and a mattress on the floor making a total of 3 inmates per cell. Having cells with 3 inmates is a situation that invites litigation and is truly inappropriate. Superintendent Van Wickler pointed out that this short-term fix no longer helps the over population problem; there is no further opportunity to add beds anywhere at the existing facility. The Feasibility Study points out a significant need for programmatic

space. When the institution was designed for 57 inmates, it was acceptable to have outside services for laundry, dietary, a small medical area for just observation of particular inmates who might need medical care but it was not designed to have these services provided for 100 inmates. Inmates can not have visitors every day of the week, this privilege has to be structured because of the lack of space. Clothing changes for inmates cannot be provided 7 days a week because of logistics. The Feasibility Study using 4 different types of analysis predicts that in the next 10 years our population will go from 100 offenders to between 160 and 200. Some of the reasons they point to is the increase in the juvenile population, present jail expansion in Berlin and in the lakes region, our local probation office and parole office is sufficiently understaffed which indicates that if the office was fully staffed there would be even more offenders at HOC due to parole and probation violations. The study points out that they expect the parole and probation offices to be fully staffed in the near future, which would leave the present facility in Westmoreland unable to accommodate more inmates. More space is also needed at the present facility to store inmates' personal property. If personal property were lost the county would have to replace this property. The HOC is inspected by the Department of Health, U.S. Marshals and by statutes, the County Commissioners. During these inspections the HOC has received praise for managing the many inmates incarcerated in our limited size structure. Superintendent Van Wickler stated that he had highlighted only some of the recommendations in the report and advised that the county will have to take action very soon in order to accommodate the predicted explosive growth. Superintendent Van Wickler then asked if the Delegation had any questions.

Rep. Avery asked about the options of a supervised early release program to help reduce the number of inmates? Superintendent Van Wickler pointed out that the judges in each county interpret the statutes differently. Some counties use electronic monitoring as a sanction; other counties feel that it is not within a judge's authority to sanction someone to electronic monitoring, and the statutes are unclear. What the statutes seem to be clear about is to use electronic monitoring as a condition of probation and parole and Cheshire county steers away because of the dual management function. If legislation was clear in giving the judges an option to use electronic monitoring as a sanction, this would help in sentencing weekend offenders, affecting only 4 to 12 inmates at a given time. This weekend population would be appropriate for electronic monitoring; this would relieve HOC only on the weekends. Commissioner Daschbach pointed out that the Commissioners would like to see the county sanction electronic monitoring but the Commissioners do not see themselves as appropriately advising judges. Many questions were voiced by the Representatives, including having work release inmates housed elsewhere to help relieve the strain on the facility. Superintendent Van Wickler stated that he would not be an advocate of constructing a minimum security type institution because the county cannot control the types of inmates who will be housed there. Superintendent Van Wickler agreed that work release inmates should be on electronic monitoring, if they are not at risk of flight or violence.

Delegation Chairperson John Pratt then asked Superintendent Van Wickler what the next stage would be in asking the Delegation for money? Superintendent Van Wickler pointed out that he had just received the Feasibility Study today and has not had time to interpret the report and to sit down with the commissioners and discuss how much money will be needed to make an appeal to the Delegation to keep this project going. At this time the county does not have specific plans/drawings for a

structure and the costs involved but emphasized the Commissioners will be making an appeal to the Delegation in the next budget. A complete copy of the Feasibility Study will be available in the Commissioners' office for any member of the Delegation for more information. Superintendent Van Wickler invited members of the Delegation to tour the facility; emphasizing that a tour will definitely point out the urgency to act on the recommendations in the Feasibility Study as quickly as possible.

Pilot Project:

Executive Chairperson Stephen Avery, stated that the Executive Committee recommends to the entire Delegation that we allow the Maplewood Nursing Home Administration Beeler to pursue the Limited Liability Corporation and set aside up to \$15,000 in the 1999 Budget.

Delegation Chairperson John Pratt stated that this was a motion from the Executive Committee and that this motion was now before the Delegation. Rep. Robertson made a motion for the continuation of the LLC Pilot Project Program, seconded by Rep. Lynott, voted unanimously by the Delegation members in attendance.

Farm Sub-Committee:

Executive Chairperson Avery informed the Delegation that in earlier deliberations the Executive Committee accepted the report of the Farm sub-committee and acknowledged gratitude for the services of the sub-committee. Rep. McKim Mitchell added that he had suggested to the Executive Committee if they wanted to move on the barn extension make that into a motion. Then Rep. Mitchell moved that the Delegation accept the thought of the barn expansion, to increase the milking herd to 85 and move on the Stan Weeks report, seconded by Rep. Doucette.

Executive Chairperson Avery spoke against this motion. Rep. Avery pointed out to the Delegation that the Commissioners and the people in charge of the Farm, who have been working very hard to make the Farm a break-even proposition were also against this motion at the present time. Rep. Avery feels that there is no guarantee that if the Delegation makes capital expenditures next year to enlarge the barn and herd that the Farm would be more profitable; possibly it could lose money. Rep. Avery urged the Delegation to vote this motion down. Rep. McGuirk stated that he could accept the thought, but he could not vote on the expansion of the barn or herd at this time. Rep. Lynch said that she has a history of not wanting to vote on anything unless she has the figures in front of her. Rep. Lynch said she would like to request a written report with the necessary figures for this motion, to be able to ascertain what the county's long term obligations would be. Rep. Mitchell stated that he would meet with his committee and develop figures for the project to provide to the Delegation before their next meeting, so that the full Delegation may effectively make a decision concerning the Farm. Rep. John Pratt then asked Rep. Mitchell if he was withdrawing his original motion in favor of his second motion? Rep. Mitchell answered in the affirmative. Delegation Chairperson John Pratt said the motion could be acted upon at the next Delegation meeting.

Reconsideration of NH Drug Task Force Grant vote of Delegation:

Delegation Chairperson John Pratt, moved that the Cheshire County Delegation reconsider a vote taken regarding the NH Drug Task Force. This Delegation, by majority vote, voted not to accept grant funding for the County Sheriff's Department to participate in the NH Drug Task Force. He further stated that he, as a member of the voting majority, respectfully requests that this matter be

reconsidered and a new vote taken. Rep. McGuirk seconded the vote. Fifteen (15) Delegates voted yes, two (2) voted no, motion passed. Rep. John Pratt said he had voted in the affirmative on this motion but since this was the first presentation by the Sheriff to the Delegation, it seemed to him that the Sheriff have the opportunity to come back with facts and figures for the Delegation. Sheriff Foote brought Mr. Morris from the State Attorney's office to help with his presentation. (Rep. Royce seconded the motion for reconsideration of NH Drug Task Force Grant; motion unanimously passed.) Rep. Robertson advised the Delegation that he had no objection to debating the question but asked for clarification of the Delegation's reconsideration policy. Rep. Avery informed the Delegation that the law states any member of the Delegation having voted on the prevailing side may make a motion for reconsideration by the next meeting; if the motion receives an affirmative majority vote, the motion passes.

Rep. Avery asked if there were any other questions or comments on the motion for reconsideration. Since there were no more questions, he announced they would be voting on reconsideration of the motion. On a roll call vote, fifteen (15) members voted yes and two (2) members voted no, motion passes.

Sheriff Foote gave a brief summary on the widespread use of drugs throughout the state, and specifically alluded to Manchester and Cheshire County. He went on to explain that the task force's concern is not for individuals using a small amount of marijuana. He stated that there is a serious problem of crack and heroin infiltration in Cheshire County, which is affecting our children and neighborhoods. The Drug Task Force is a cooperative method of supervising this county and other counties by working with the Sheriffs' Departments to help solve the problem and find the people who are dealing drugs and get them off the streets. The grant is funded yearly, 75% from the state and a 25% county match. guaranteed for 3 years. However, in the year 2000, there would be no cost to Cheshire County.

Sheriff Foote then introduced Mr. James Morris, of the Attorney General's office. Mr. Morris described in detail what the Drug Task Force was set up to accomplish and described some of the other counties and their involvement in the project around the state. He informed the Delegation that the Attorney General's office has been able to help with set-up expenses for any county wishing to participate in the Drug Task Force for the first year. Mr. Morris noted that there are 3 officers working at this time in the Keene area, if the Sheriff's department decided to participate there would then be 4 people working in Cheshire County on the drug problems. Much discussion and questions followed. Various questions such as accountability, commitment of the county to pursue the grant; length of time the 3 people have been working on the drug task force in Cheshire county, coordination problems between state, local and county agencies, Sheriff Foote's authority in the hiring of the person for his department and etc.

Executive Committee Chairperson Avery recognized Rep. Robertson. Rep. Robertson again made a strong appeal to the Delegation to vote no on the NH Drug Task Force Grant. Citing examples and statistics against the "drug" war, he emphasized that only one country in the world had more incarcerated individuals than the US, that country being Russia. The number of correctional

institutions being constructed in the US every year is astronomical. He quoted statistics showing that there is an enormous increase every year of our young population being incarcerated for using drugs. The use of alcohol and tobacco continues to kill more people every year than drugs but we as a nation do not set up Task Force Grants to help solve the problems caused by these "drugs". Half a million people a year die from tobacco use, the entire drug fatality is 10,000 a year. He stressed that the "war" on drugs has led to the use of army personnel who are not trained or qualified to help; he cited some examples of problems this has caused. He pointed out that soldiers are not policemen, they are not highly trained and accepting this grant could lead to our inviting them into our town. Rep. Robertson stressed that we have a task force of state troopers and that we do not need a person working for Cheshire County full-time on the drug task force. Rep. Robertson informed the Delegation that he is working on a committee in the legislature hoping to make the use of marijuana legal for medicinal purposes. Rep. Robertson would like to see the Cheshire County spend money on counseling with the hope that individuals who have drug addiction problems would seek help without the fear of being prosecuted. Rep. Robertson again urged the Delegation to vote against the motion pending.

Sheriff Foote gave a rebuttal to Rep. Robertson's presentation reinforcing that drug abuse was a serious problem in Cheshire County. Sheriff Foote agrees with the idea of counseling but stressed that ignoring the problem would not alleviate it. Residents of Cheshire County should be provided with as much law enforcement as possible.

Rep. McGuirk cited an experience his neighbor encountered with drug enforcement and also urged the Delegation to vote no on the motion to accept the NH Drug Task Force Grant. Rep. Mitchell voiced his opinion to vote no to this motion.

Delegation Chairman John Pratt made a motion to reintroduce the motion made by Rep. Royce at the last Delegation meeting. Rep. Royce presented the following motion: "Move that the Cheshire County Sheriff be authorized to accept grants and awards and to enter into any related contracts with the New Hampshire Drug Task Force, to hire and purchase the necessary equipment for a Deputy Sheriff to join the NH Drug Task Force." Rep. Lynott seconded the motion.

Delegation Chairman John Pratt informed the Delegation that he had voted against this motion at the last meeting but informed the Delegation that he was going to support the motion this time for two reasons. One reason is because part of the Delegation's job is to support the officials of the county, part of whom are elected; part of whom we have direct supervision. Rep. John Pratt stated that he hopes the Sheriff fully understands, his vote is based on Sheriff Foote's hiring of a person who works directly for the Cheshire County Sheriff's Department and is directly accountable to Sheriff Foote. Sheriff Foote acknowledged his agreement.

A roll call was taken on the motion: Motion passed with nine (9) representatives voting yes and eight (8) voting no.

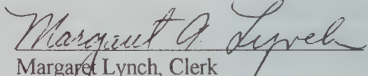
Executive Chairperson Avery moved that discussion on the parking garage be moved to the next meeting, of the Delegation, seconded by Rep. Irene A. Pratt, voted unanimously.

Executive Chairperson Avery moved that the Executive Committee recommends that the Delegation support the amended HB305; an agreement for the county to bond a new courthouse in Jaffrey, NH on a Lease Purchase Agreement with the State of NH, seconded by Rep. Royce.

On a roll call vote taken on the motion to support the amended HB305, voted unanimously.

The meeting adjourned at 8:10 p.m.

Respectfully submitted,


Margaret Lynch, Clerk
Cheshire County Delegation

MINUTES
Cheshire County Executive Committee Meeting
Monday, October 18, 1999 – Cheshire Courthouse
Third Quarter Budget Review – 7:00 p.m.

PRESENT: Representatives Avery, Doucette, Lynch, Lynott, Meader, Mitchell, Irene A. Pratt, John Pratt, Roberts, and Russell, Commissioners Daschbach and Martin, County Administrator Wozmak, Maplewood Nursing Home Administrator Beeler, Superintendent Van Wickler, Sheriff Foote, Facilities Manager Meehan, Finance Director Knowlton, secretary Pardus and Mr. Jim Morris, State Attorney General's Office.

Executive Chairperson Stephen Avery convened the meeting at 7:00 p.m., to discuss the Third Quarter Budget review. Rep. Avery then asked the Executive Committee members if they had any questions on the Budget.

Line 4219.01.00-Fire Mutual Aid : Rep. John Pratt questioned the over budget for this Line. Commissioner Martin replied that this Line shows a 10-month expenditure, rather than a 9-month expenditure and the county gives them a set amount of money each period of time that was budgeted so that they would be right on target.

Line 3404.20.35-Medicare A: Rep. Irene A. Pratt questioned the apparent deficit for this Line. MNH Administrator Beeler advised the Delegation that revenue is approximately \$192,000 over budget at this time, this item is difficult to budget. Last year we ran under budget, this year we are running over budget.

Rep. Lynch asked the Commissioners if they had anything that they would like to point out to the Delegation. Commissioner Martin said he would just like to point out that overall the numbers look very good, the county is over budget in revenue and under budget in expenditures but not by a lot.

Commissioner Daschbach asked to comment on a subject that was not on the Agenda, Rep. Avery agreed. Commissioner Daschbach apologized to the Delegation for the public meeting that was held on the Parking Garage/Lot at 6:00 p.m. in City Hall between the County/City officials. He explained that the meeting was scheduled to be held at a later date in October.

Rep. Avery stated that the next item on the Agenda was discussion of the Pilot Project funding for 2000, he then recognized MNH Administrator Jim Beeler. MNH Administrator Beeler noted that members of the Delegation had received a detailed update on the Cheshire County Pilot Project prior to this meeting. He gave a brief summary of the Project and spoke about the proposed Limited Liability Corporation the committee hoped to form. MNH Administrator Beeler mentioned that he was a big proponent of this Project. Rep. Avery asked what guarantee would the county have that the Federal government would fund this Assisted Living if the county votes to form this LLC because they won't fund it now.

Administrator Beeler stated that the terms of the waiver that was submitted to the Federal government 6-months ago give the county pretty much flexibility to spend Medicaid dollars on whatever as long as the county meets the core of Medicaid services that are being delivered at this time. The

Commissioners were advised that they could decide at any time to have the county discontinue being a part of the Pilot Project. Rep. John Pratt mentioned that in the past there was some problem about sharing patient information between agencies, he asked if this had been resolved. MNH Administrator Beeler said that each medical agency will continue to keep its own confidential medical records, only certain types of demographic information will be collected by a central case manager.

Rep. Lynott made a motion to recommend to the full Delegation the continuation of the Pilot Project and the formation of a Limited Liability Corporation, seconded by Rep. Lynch, voted unanimously.

Rep. Avery asked to have the House of Correction feasibility study discussed later so that Superintendent Van Wickler would only have to make one presentation to the entire Delegation.

Rep. McKim Mitchell then spoke for the Farm sub-committee. Rep. Mitchell did not present any written material but informed the committee the barn expansion was discussed along with increasing the milking herd to 85. This would increase milk production and increase the chance that the farm will make money. Rep. Mitchell informed the Executive Committee that the Commissioners do not support the barn expansion at this time. Rep. Mitchell expressed his opinion that the committee would consider expanding the farm and herd sometime in the future. He went on to stress that Dr. Stan Weeks, who did a study, strongly supported the barn/herd expansion. Rep. Mitchell said he has talked with his committee members and at this time will leave the decision on the Farm up to the Executive Committee. Commissioner Martin stated that because of the uncertainty of both the Dairy Compact and the price of milk, the commissioners felt that at this time they could not support the expansion of the barn. Commissioners stressed they were making efforts to have the Farm break even by increasing the educational aspects (Barn Day) and using the trails that are available. Commissioner Martin said the Commissioners want to increase their efforts at making the Farm self supporting for an extended period of time. The Commissioners expressed their appreciation to the sub-committee for their hard work, and stressed that the Commissioners take their recommendations very seriously. However, with the uncertainty of the Dairy Compact and milk prices, commissioners felt it unwise at this time to recommend to the full Delegation expansion of the barn and herd.

Rep. Lynch made a motion to accept the report of the Farm sub-committee, seconded by Rep. Doucette, voted unanimously.

Rep. Irene A. Pratt made a suggestion that item four (4) on the Agenda, discussion of the parking garage study report be deferred and the discussion be held with the full Delegation in attendance. There were no objections; the item was passed over.

HB305A: Chairperson Avery asked Rep. Royce to give a report on his amended HB305A. Rep. Royce said he amended HB305, which was re-referred to Public Works and Highways committee. Rep. Royce said he discussed the amended HB305 with Administrative Services Commissioner Don Hill. Basically the amended bill states that Cheshire County and the Department of Administrative Services may enter a Lease-Purchase agreement of the district courthouse in the town of Jaffrey in Cheshire County. Commissioner Hill volunteered to appear before the Public Works and Highway committee on behalf of HB305. On Wednesday, October 20, 1999, Rep. Royce will be appearing before the Public Works and Highway committee to present the amendment to the bill; he has heard that the Public Works committee will favor this bill. Commissioner Martin stated that the Delegation

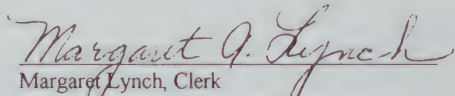
unanimously voted two years ago to build the courthouse in Jaffrey and County Attorney Burke has confirmed that this vote is still valid. Rep. Margaret Lynch stated that the county has a lot of bonding capacity as some of the past projects have been paid off. Rep. Royce stated that Commissioner Hill's feeling was that the county could construct the courthouse just as inexpensively as the state. Rep. Royce asked any Delegation members who are in Concord on Wednesday, October 20, 1999 for support but he feels the big hurdle will be down the line. Rep. John Pratt asked if the Executive Committee would approve this new bill and Chairperson Avery asked if it could be done later with the full Delegation in attendance.

Chairperson Avery asked if there was any more business to come before the Executive Committee. Rep. Lynch replied in the affirmative. Rep. Lynch stated that she felt Rep. John Pratt was correct in asking the Executive Committee to recommend to the full Delegation their support for this bill.

Chairperson Avery moved that the Executive Committee recommend to the Delegation that they give their support to HB305A, seconded by Representative Royce, voted unanimously.

The Executive Meeting adjourned at 7:40 p.m.

Respectfully submitted,


Margaret Lynch, Clerk
Cheshire County Executive Committee

FARM COMMITTEE MEETING NOVEMBER 12, 1999

Present: Rep. McKim Mitchell, Commissioner Pete Davis, Rep. Dan Burnham,
Rep. Smokey Smith, Dave Putnam, Bob Simons, Jim Meehan, Barry King,
Marshall Patmos, Jack Wozmak

Also present: Heidi Smith, Natural Resources Conservation Service; Chuck Detch,
Holstein Association

Excused at 1:00pm: Rep. Smokey Smith

Meeting commenced at 12:00pm and adjourned at 2:45pm

Subject: Diversification of Revenue

Highlights: Dave Putnam explained how the County Farm's main source of income became milk. Pig barn was not rebuilt after the fire in 1986. Sawmill has not been utilized for a number of years. Pressure to break even. Not enough land base to harvest 100⁺ cords of wood each year.

Action: Safest and fastest route to break even is to produce more milk. Plans to increase herd by 20 - 25 milkers by end of 2000.

Subject: Milk Pricing

Highlights: Pete Davis expressed concern over Northeast Dairy Compact passing. Potential 30% drop in prices. Break even price \$12.50/cwt. Discussed changing milk companies for better pricing. Current milk company is stable and dependable, have changed companies before and have come back to one currently used.

Action: Stay with current milk company.

Subject: Assets of Farm

Highlights: Pete Davis reviewed the many Farm assets: Educational benefits, Exceptional herd, Service to County including House of Correction and Maplewood Nursing Home.

Action: Explore the possibilities of media involvement to put forth to the public the options available to the County Farm. Preserve Farm and open space.

Subject: Breeding Stock as Source of Diversification, Agenda Item

Highlights: Chuck Detch from the Holstein Association addressed the Committee on the quality of the herd and suggested we market the herd. He expounded on the shortage of heifers and explained that our competition is from large herds in the mid-west. The projection is 1,000 – 5,000 head dairies within the next 10 years. He also discussed genetics and it was determined that that option was not advantageous for the County. Dave Putnam stated that the County Farm is building the herd to the point that they can sell calves.

Action: Continue building the herd to point that calves can be sold, market herd

Subject: Composting, Agenda Item

Highlights: Heidi Smith from NRCS addressed the Committee regarding composting/manure storage. Currently the Farm spreads manure as quickly as they can due to lack of storage. This procedure means that many nutrients are lost during the winter with the manure lying on frozen earth. Having manure storage will retain the nutrients needed for fertilization and should reduce the cost of fertilization. At the moment manure storage is not environmentally adequate and there is run off. The State of Vermont has mandated that all farms on the river have manure storage. Both Heidi and Dave believe that the State of New Hampshire will also mandate this. Funding is possible through a federal grant available from New Hampshire Department of Environmental Services. This is a 60%/40% grant, with NHDES paying 60%. The deadline for submittal is November 15, 1999. It was decided that the County Farm should apply for this grant and request that the full estimated amount of \$100,000 for building a manure storage facility be included in the 2000 Capital Improvement budget for the County Farm. Should the Commissioners decide not to pursue this grant or approve the additional request to the budget, the County Farm will withdraw their application.

Action: Dan Burnham made a motion to "submit the grant application for manure storage and implement during the 2000 fiscal year." Pete Davis seconded the motion. Present Farm Committee members voted unanimously to approve submitting the grant application. After the meeting, Heidi Smith and Jim Meehan reviewed and submitted the grant application.

Subject: Milkers, Continuing Core Herd, Agenda Item

Highlights: The County Farm is maximizing every option they have now to milk as many cows as possible.


Action: McKim Mitchell motioned to 'keep the herd at its current capacity.' Dan Burnham seconded the motion. Present Farm Committee members voted unanimously to keep herd at current capacity.

Subject: Land Management, Agenda Item

Highlights: Pieces on the Land Study of the Hampshire School in Rindge we may be able to implement. Possible opposition to selling and developing the farm. Protect land from further development and for County use. Overall picture of potential expansion to House of Correction, WasteWater plant, Maplewood Nursing Home. UNH Extension will work on plan for land use.

Action: Dan Burnham made motion that "UNH Extension will complete the Land Use Plan for the Cheshire County Farm by June 15, 2000." Pete Davis seconded the motion. Present Farm Committee members voted unanimously to have UNH Extension complete the Land Use Plan for Cheshire County.

Respectfully submitted,
Heather Dixon


Rep. McKim Mitchell
Farm Committee, Chairman

MINUTES
Cheshire County Delegation Executive Committee
Monday, December 13, 1999 –7:00 p.m.
Review Commissioners' Proposed 2000 Budget
Jury Room - Courthouse, Keene, NH

PRESENT: Representatives Avery, Doucette, Lynch, Lynott, Meader, Mitchell, John Pratt, Roberts and Russell, Commissioners Daschbach, Davis and Martin, County Administrator Wozmak, Superintendent Van Wickler, Sheriff Foote, Finance Director Knowlton, Mutual Aid Director Marechal, IPG Insurance Consultant Mr. Walter Rohr and secretary.

Delegation Executive Committee Chairperson Avery convened the meeting at 7:00 p.m.

Chairperson Avery polled the Executive Committee on the adoption of the schedule of dates for Budget Review 2000 during the months of January/February; the schedule was unanimously approved.

Executive Chairperson Avery recognized Representative Russell who made a motion to authorize the Treasurer of the County of Cheshire, upon the request of the Cheshire County Board of Commissioners, to come before the Executive Committee of the Cheshire County Delegation to seek authorization to borrow in anticipation of taxes an amount not to exceed \$7.5 million dollars for the 2000 budget year, January 1, 2000 to December 31, 2000. The motion was seconded by Representative Doucette.

County Treasurer Lynch spoke in support of this motion. He mentioned that the County had to borrow \$5 million in 1998, this money will be paid back within two weeks.

The Executive Committee voted unanimously in favor of the motion.

Lengthy discussion followed regarding the County self-insurance plan. Executive Chairperson Avery gave some background on this item, stating that he and Rep. John Pratt had a meeting with Commissioner Daschbach and County Administrator Wozmak on the insurance plan. Executive Chairperson Avery then recognized Commissioner Daschbach to speak to this item. Commissioner Daschbach gave a lengthy and detailed review of Cheshire County's insurance coverage mentioning that before 1992, the county had been self-insured. He covered the costs and some of the added benefits county employees would receive under self-insurance. Many questions were asked and Mr. Walter Rohr from IPG Insurance Group fielded the questions specifically relating to benefits received from self-insurance. Mr. Rohr pointed out that the City of Keene was beginning its second year of self-insurance for employees.

Rep. Lynch expressed her displeasure in receiving a memo stating that the Delegation Leadership had had a meeting with Commissioner Daschbach and County Administrator Wozmak on self-insurance. Rep. Lynch stated that the Delegation Leadership Committee was composed of not only Reps. Avery and John Pratt, but also Representatives. Lynch, Lynott, and Hunt, who were not invited to the meeting on self-insurance. Rep. Lynch wondered if this was an oversight and felt that she needed more information and could not vote on this item tonight.

Delegation Chairperson John Pratt apologized for not inviting all the members of the Delegation Leadership to the meeting.

Representative Lynch asked if discussion on the self-insurance could take place with the full Delegation. Rep. Mitchell made a motion to table discussion on the self-insurance issue until the full Delegation was in attendance, seconded by Rep. John Pratt, voted unanimously.

Executive Chairperson Avery mentioned that the final "Report and Finding on Public Safety Communications in Cheshire County, New Hampshire", prepared by Martin Telecommunications Consultants & Engineers would be distributed to the full Delegation. Rep. Avery mentioned that this report was just a first step and plans are being made to schedule a Public Hearing in early February. The author of the report will be in attendance to answer any questions. No action will be taken on the report at this time. Members of the Fire Mutual Aid Study are Reps. Avery, Burnham and Smith.

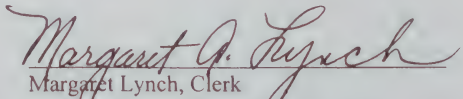
Commissioner Martin mentioned that a letter was sent to both Representatives Avery and John Pratt concerning issues having to do with Mutual Aid. A copy of this letter will be mailed shortly to the full Delegation.

Mr. Irv Gordon, a former Representative who served on the Executive Committee of the Delegation for a long time, passed away recently. The Garden Club of Marlborough would like to plant a tree in his honor. Rep. Avery asked the Executive Committee if they would be in favor of making a contribution toward the tree. It was decided to bring the idea up to the full Delegation.

Chairman Avery recognized Rep. Mitchell on behalf of the Farm Study Committee. Rep. Mitchell mentioned that he would be advising the full Delegation that the Committee will not pursue expansion of the barn in 2000, but will be pursuing two other items. The Executive Committee recommended that discussion on this item would take place at the budget reviews. Representative Russell requested notes from the Farm Study Committee meetings be available at this time.

The meeting adjourned at 7:30 p.m.

Respectfully submitted,


Margaret Lynch, Clerk
Cheshire County Executive Committee

PUBLIC HEARING
Cheshire County Delegation
Monday, December 13, 1999
Cheshire County Courthouse – Keene, NH

PRESENT: Representatives Avery, Doucette, Lynch, Lynott, Meader, Mitchell, John Pratt, Roberts and Russell, Commissioners Daschbach, Davis and Martin, County Administrator Wozmak, Superintendent Van Wickler, Sheriff Foots, Finance Director Knowlton, Mutual Aid Director Marechal, IPG Consultant Mr. Walter Rohr, secretary Pardus and briefly Senator elect Tom Eaton.

Delegation Chairperson John Pratt convened the meeting at 7:35 p.m.

Chairperson Pratt opened the Public Hearing inviting questions or comments from the floor on the Commissioners' Proposed 2000 Budget. Rep. John Pratt then asked Commissioner Daschbach if he wanted to share any broad comments on the overall Budget being presented. Commissioner Daschbach said the most significant item was that the Budget was up 4.17%. This includes an adjustment COLA of 2.5%, a step merit of 2.5% at the discretion of the supervisor, an increase in premiums for health insurance and some additional employees in the Assisted Living complex.

Line 4193.39.00 – Printing, Binding & Books: Rep. Avery asked for an explanation why this Line in the Register of Deeds budget was up \$25,000. Commissioner Martin said the Register of Deeds Hubal asked the Commissioners for money to restore very old county records. Reps. Mitchell and Robertson voiced their support on this item. Commissioner Martin pointed out that this is just the first phase and restoring the record books might take a number of years.

2000 Capital Projects by Account Number: Rep. McGuirk questioned the amount of \$26,500.00 for a gutter cleaner and pavement on page 127A and on page 127B-Farm- the corn planter and harrows approximately \$19,000.00 total. Rep. McGuirk suggested renting the corn planter and harrows. Rep. Mitchell spoke on behalf of the Farm Study Committee stating their support for the gutter cleaner, and pointed out that renting the equipment would not be cost effective. This item will be taken up during the Executive Committee budget reviews; questions/concerns may be presented at this time.

SWNH Fire Mutual Aid: Rep. Avery questioned **Line 4219.82.01 Radio Repair Shop & Line 4219.82.02 Radio Repair Shop Deficit**, both new items in the budget. Commissioner Daschbach explained that Mutual Aid has been operating a radio repair shop for several years at a deficit and the county auditors stated the entire Mutual Aid Budget should be reported, including any deficit. Commissioner Daschbach stated that these items would be thoroughly scrutinized during the Executive Committee Budget reviews.

Chairperson John Pratt closed the Public Hearing on the budget. Full Delegation meeting followed.

Chairperson John Pratt introduced Senator elect Tom Eaton to the Delegation. Senator elect Eaton extended his services to the Delegation pointing out that he hopes to work as a team.

Chairperson John Pratt then moved to the second item on the agenda, county self-insurance. Commissioner Daschbach gave a brief overview of the self-insurance plan. He pointed out some of the extra benefits that would be available to county employees. IPG Insurance Consultant, Mr. Walter Rohr, answered many of the questions asked by representatives. Mr. Rohr explained that many companies throughout New England were using the self-insurance plan and that the carrier was highly regarded. Much discussion followed on costs and benefits. Mr. Rohr pointed out that the majority of large companies (over 200 employees) in the area participate in some form of self-insurance. He pointed out that Cheshire County was self-insured before 1992 and had changed to Healthsource only because competition between HMO's made the rates very low. Mr. Rohr pointed out that the City of Keene was self-insured, but could not discuss the particulars. Finance Director Knowlton spoke with officials from the City and they are very pleased with their coverage. County Administrator Wozmak pointed out that the county is budgeting \$1 million for health insurance in 2000. Of that, \$830,000 is the estimated cost of payouts for employee claims; \$179,000 is for administrative costs. However, if the county doesn't incur \$830,000 in insurance claims, that money won't need to be spent. County employees' share of health-insurance premiums will not go up, and they will have an approximate 20 percent co-payment for health-care costs, down from approximately 30 percent. The choice of doctors will expand, but co-payments for doctors' visits will increase from \$5 to \$15, along with other higher co-payments.

Due to the lateness of the hour, Chairperson J. Pratt closed discussion on self-insurance.

Representative Roberts moved that the County Delegation endorse the decision of the County Commissioners for the county to be self-insured for medical and dental insurance and to appropriate the funds necessary to carry out the self-insurance program as recommended by the Commissioners. Representative Avery seconded the motion. By a roll-call vote, eighteen (18) Representatives voted yes with Representative Russell voting no. Motion carried.

Delegation members received a \$15 million proposal for expanding the Cheshire County Jail and House of Corrections in Westmoreland. The Commissioners are endorsing an alternative plan at a cost of \$8 million. The Delegation will review the plans in detail. Superintendent Van Wickler invited Delegation members to tour the facility at any time. Rep. Avery suggested that Executive Committee members would be meeting for budget reviews on January 10th in Westmoreland; a tour of the HOC facilities is planned for 1:00 p.m. on 1/10/99. Any Delegation member interested in joining the tour, please contact Rep. Avery at 563-8801.

Rep. Avery informed the Delegation that any decisions made this year on the House of Corrections expansion would not affect the 2000 budget. It will be a bond issue for the year 2001.

Rep. John Pratt stated that there is a possibility the Delegation may be asked at its final vote on the budget to commit to authorizing the issuance of bonds for the expansion

Superintendent Van Wickler gave a brief overview of what the consultants are suggesting for the expansion. He also made reference to the alternate plan being endorsed by the Commissioners.

Chairperson John Pratt pointed out that Delegation members had also received a copy of the Mutual Aid Study Report this evening. Rep. Avery stated that the Committee would be holding a hearing on the report sometime in February. The consultant and writer of the report will be in attendance to answer any questions or comments on the report. Rep. Avery pointed out that the report is just one person's opinion. He also stated that this report is just a first step for the county to clear up any problems that exist and not to consider this report as a final report.

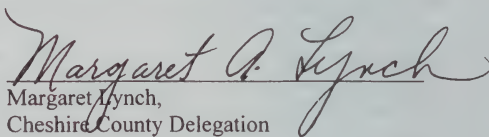
Fire Mutual Director Marechal informed the Delegation that his Board of Directors wrote a letter to Representative Avery asking for a meeting with the study committee concerning the report. A copy of this letter will be mailed to the full Delegation.

Chairperson John Pratt stated that there was a recommendation from the Executive Committee for a contribution to plant a tree in honor of Irv Gordon. Rep. Avery informed the Delegation that Mr. Gordon from Marlborough was a representative for many years and had recently passed away. The Marlborough Garden Club called Representative Avery asking for a donation to plant a tree in memory of Mr. Gordon. Rep. Avery made a motion to send a check of \$100.00 to Marlborough Garden Club for the Irv Gordon memorial, seconded by Rep. John Pratt, voted unanimously.

Two county employees have won state awards. County Administrator Wozmak was named NH County Administrator of the Year; Mimi Barber, Director of Human Services was named NH Human Services Administrator of the Year.

A motion was made to adjourn the meeting at 9:00 p.m., voted unanimously.

Respectfully submitted,


Margaret Lynch,
Cheshire County Delegation

**FIRE MUTUAL AID SUB-COMMITTEE MEETING
DECEMBER 6, 1999 – KEENE, NEW HAMPSHIRE**

PRESENT: County Administrator Wozmak, Representatives Avery, Burnham, Jack Pratt, and Smith.

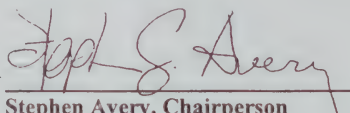
The meeting started at 9:15 a.m.

There was lengthy discussion on the preliminary report, "Report on Finding and Recommendations, Public Safety Radio Communications", prepared by Martin, Telecommunications Consultants and Engineers.

County Administrator Wozmak and Representative Stephen Avery will draft letters to Mutual Aid and the Police Chiefs' Association with copies of the preliminary report.

Representative Avery, Chairman of the Executive Committee of the Delegation will deliver copies of the final report to the full Delegation at the delegation meeting on December 13, 1999. He will send out a press release and make the report available to town officials and the media.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Stephen Avery", written over a horizontal line.

**Stephen Avery, Chairperson
Cheshire County Delegation**

Del998: Fire Mutual Aid Sub12699



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33 West Street
Keene, NH 03431

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